

Kilham Primary School

1 INTRODUCTION

1.1 This policy has been drawn up to conform to the requirements of the Education Reform Act 1988 and the East Riding of Yorkshire Council Policy on Charges and Remissions for School Activities, in line with the ERYC finance manual.

2 AIM

2.1 The aim is to establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges.

3 THE PRINCIPLES UNDERLYING THE POLICY

3.1 The underlying principle is that education is free of charge if:

- it takes place in school hours (excluding midday break). An activity is deemed to take place in school hours if 50% or more of the activity, takes place within school hours.
- it is outside school hours, if it is a required part of the National or Religious Education Curriculum.

3.2 The exception to this is that a charge may be made for tuition provided individually or to a group of no more than four pupils on a musical instrument even if within school hours, except where it is part of the National Curriculum when it must be provided free.

4 CHARGEABLE ACTIVITIES

4.1 Activities outside school hours

4.1.1 Where a non residential activity takes place outside of school hours provided more than 50 % of the activity is deemed to take place outside of school hours then a charge may be made for "optional extras" only. Time spent on travel is included in the calculation even if the travel time is in school hours.

4.2 Charges for Optional Extras

4.2.1 Charges for optional extras for educational visits that are not part of the National or Religious Curriculum, or where the activity is outside of school hours can be levied. In such cases the charge may include an element for; -

- Materials, books and other equipment,
- Non teaching staff costs or instructional/teaching staff hired especially for the purposes of the activity and Insurance costs.

4.2.2 Costs will not exceed the total cost of the above and will not include the cost of any teacher employed by the Local Authority.

4.2.3 Optional Extra charges levied to parents will not include any subsidy in respect of other pupils whose parents do not meet the full charge.

4.2.4 The agreement of parents to meet the costs of an optional extra will not be assumed, consent will be obtained prior to the school making financial commitments.

4.3 Voluntary Contributions for Visits

4.3.1 Kilham Primary School will request voluntary contributions towards the costs of any visit, whether on site or off site, however the notification to parents will emphasise that the costs are genuinely voluntary and the pupils of those parents who do not make such a contribution will not be discriminated against.

4.3.2 When there is a shortfall of funding from the voluntary contributions, then alternative funding will be sought from the core budget or school fund. If this is not available then the visit will be cancelled.

4.3.3 No parent will be pressurised into making a voluntary contribution but emphasis of the importance and value of educational visits will continue and voluntary financial support encouraged, where appropriate.

4.4 Clubs

4.4.1 Where clubs are run by teachers, the school may request a contribution for materials used.

4.4.2 Where clubs are run by external professionals, the invoice received from the supplier will be paid from the school fund and an equal share requested from the parents of the children participating in the club. **The costs levied are therefore for a whole term** and levied in full to parents, irrespective of whether their child attends the complete course or not.

4.4.3 Charges for outside clubs will be paid directly to the instructors – school has no involvement in the transactions of these clubs.

5 COLLECTION OF MONIES

Banking and Collection

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- 5.1.1 Money will be banked in accordance with ERYC procedures.
- 5.1.2 Receipts will be issued in accordance with ERYC procedures, but from the School's Cash Office System.
- 5.1.3 School Fund monies will be banked promptly in accordance with school procedures.
- 5.1.4 **Staff will not receive any form of inducement, hospitality or other favours.**

School Trips

- 5.2 Notification of visits and costs will be published to parents as soon as possible. If for some reason a visit is planned at short notice, parents will be given the opportunity to pay in instalments beyond the date of the visit.
- 5.3 Parents will be given the option to pay in instalments over a fixed period of time for residential visits with a completion of payment date specified from the outset.
- 5.4 Payments are non refundable once commitment to the trip is made, unless another pupil takes the place.

Other

- 5.5 Where monies are to be collected from other Local Authority Schools a school invoice will be raised and registered on the records of invoices raised in accordance with procedures.

6 PAYMENT ARREARS

- 6.1 Where a pupil leaves the school with outstanding debt, recovery of the debt is attempted through the ERYC collection service.
- 6.2 Where Nursery payments are in arrears of £50 (or the equivalent of 3 weeks) a request will be made to the parent to provide payment. If payment is not received the outstanding debt will be passed to ERYC debt collection and recovery of the debt is attempted through the ERYC collection service. The child will not be permitted to stay for Nursery lunches or extra session if payments are not made, this will not effect the 15 hours free entitlement.

7 SCHOOL PROPERTY

- 7.1 Where a pupil wilfully or neglectfully damages school property or causes loss to school property a charge will be levied to the parents for the damages. This charge will be

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based on estimates received for repair or replacement of the property, for which quotations will be sought in accordance with current financial practices adopted in school.

7.2 The charge will be raised on a formal account by the LA, subject to the amount exceeding the minimum amount the LA will raise an account for.

8 PRIVATE LETTINGS

8.1 In accordance with the scale of charges as set out for directed community use of school premises by the Local Authority, charges will be levied for private lettings. These charges will include VAT where appropriate.

8.2 Where the letting is for less than the minimum amount managed by the community use team, an account will be raised within school, as appropriate and agreed by the Head, prior to acceptance of the letting.

9 FREEDOM OF INFORMATION ACT CHARGES

9.1 Where information is in the publication scheme, requests are automatically exempt from charges.

9.2 If the cost of the request exceeds the appropriate limit, currently £450, Kilham Primary School does not have to respond, but if do so, will charge the time and direct costs.

9.3 In determining whether the request would cost more than the limit, the school will take account of the cost of determining whether the information is held, locating it, retrieving it and extracting the information from other documents. Staff time will be charged at the cost of £25 per hour. The costs involved in actually considering whether the information is exempt under the Act will not be charged for.

9.4 Where a request would cost less than the limit, schools can only charge for the cost of informing the applicant whether the information is held and for communicating the information to the applicant **but not for retrieving the information**. (e.g. charge photocopying, printing and postage costs) Photocopying and printing will be charged at;

- Black and white 10p per sheet
- Colour 25p per sheet

10 REVIEW OF POLICY

10.1 This policy will be reviewed annually by the Governors of the Finance Committee.