

## **Charging and Remissions Policy**

### **Introduction**

#### **BACKGROUND:**

The Education Act 1996, requires School Governing bodies to determine, and keep under review, policies on charges and remissions relating to school activities. Any charges or remissions by the Governing Body can only be made in accordance with these policies.

It is also the responsibility of the Governing Body to determine the level of charges and what remissions, if any, there are to be over and above the statutory minimum.

A school may not make a charge for an activity until the governing body has determined its own policy.

A school is still able to ask for voluntary contributions from parents where a child undertakes an activity for which they are not allowed to charge. They cannot, however, insist on payment, nor can they exclude a child from any activity for which a charge is not permitted if the voluntary contribution is not made.

#### **Definitions for the purposes of this policy:**

**1. Charges:- The amount that a parent would be required to pay in order for their child to undertake the activity.**

**2. Remissions:- The amount, or level of subsidy provided by the LA towards the charge.**

**3. “In School Time” and “out of School Time” – The following definition is extracted from Section 452 of the Education Act 1996 – Part VI – Chapter III.**

*SECTION 452 - Application of section 451 where education is provided partly during and partly outside school hours etc.*

*(1) Where a period allowed for any educational activity at a maintained school falls partly during school hours and partly outside school hours, then –*

*(a) if 50 per cent. or more of the time occupied by that period together with any connected school travelling time falls during school hours, so much of the education provided during that period as is provided outside school hours shall be treated for the purposes of section 451 as provided during schools hours, and*

*(b) in any other case, so much of the education provided during that period as is provided during school hours shall be treated for those purposes as provided outside school hours.*

*(2) In subsection (1) “connected school travelling time” means time spent during school hours by the pupils taking part in the educational activity concerned in getting to or from the place where the activity takes place.*

*(3) Where any education provided at a maintained school is provided on a residential trip, then –*

*(a) if the number of school sessions taken up by the trip is equal to or greater than 50 per cent. of the number of half days spent on the trip, any education provided on the trip which is provided outside school hours shall be treated for the purposes of section 451 as provided during school hours, and*

*(b) in any other case, any education provided on the trip which is provided during school hours shall be treated for those purposes as provided outside school hours.*

*(4) In this section "half day" means any period of 12 hours ending with noon or midnight on any day.*

*(5) For the purposes of subsection (3) –*

*(a) where 50 per cent. or more of a half day is spent on a residential trip, the whole of that half day shall be treated as spent on the trip, and*

*(b) a school session on any day on which such a session takes place at the school concerned shall be treated as taken up by a residential trip if the time spent on the trip occupies 50 per cent. or more of the time allowed for that session at the school.*

*(6) Nothing in section 451 shall be read as prohibiting the making of a charge in respect of board and lodging provided for a registered pupil at a maintained school on a residential trip.*

## **CHARGEABLE ACTIVITIES**

All Saints' CE Federation will charge for:

- School meals, both pupil and adult meals
- Any materials, books, instruments or equipment where the child's parent wishes him/her to own them;
- Music and vocal tuition, in limited circumstances
- Community facilities
- Board and Lodgings on Residential Trips
- Activities Outside School Hours
- Optional Extras

### **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school may invite parents to contribute to the cost of the trip.

All contributions are voluntary.

If we do not receive sufficient voluntary contributions, we may cancel a trip (If a trip/activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear at the outset).

If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

Sometimes the school pays additional costs in order to support the visit.

Parents have a right to know how each trip is funded, for example by contributions, or school funds. The school provides this information on request in writing to Mrs R Smith, School Business Manager.

### **Residential Activities (One or more nights away from home)**

For residential trips, a school trip is considered to have taken place within school time if the number of school sessions missed by the pupils amounts to more than the number of half days taken up by the activity. The school will not charge for :  
Any activity undertaken as part of the National Curriculum or religious education.  
Supply teachers for those teachers who are absent from school accompanying pupils on a residential trip

Where a school activity requires pupils to spend nights away from home, the school is allowed to make a charge for board and lodging. This is with the exception of pupils whose parents are eligible to Free School Meals.

Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The head teacher must inform all parents of the right to claim free board and lodging if they are receiving this benefit.

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

The cost of the music tuition provided by the East Riding Music Service is passed to parents on a termly basis.

The amount is shared equally between the numbers of pupils receiving tuition irrespective of the instrument played. However if music tuition is given on an individual basis, due to the level achieved by the pupil, an additional charge of £10 per term will be levied. **If a child withdraws from the club within the term, full payment is still required for the full term.**

Where pupil premium grant is received, the pupil's music lessons will be met from the grant.

### **School Meals**

Parents will be charged per pupil meal at a rate agreed by All Saints' CE Federation Finance Committee. The charge is generally in line with the price recommended by the Local Authority.

- Adult meals are charged at the rate recommended by the Local Authority.
- Foundation Stage and KS1 pupil meals are not chargeable under the Universal Free School Meals scheme which came into effect on 1 September 2014.

Where children are eligible for free school meals (FSM), records are updated regularly upon receipt of correspondence from the FSM team.

### **Activities outside school hours**

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.

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.

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

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

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

### **Swimming**

The school organises swimming lessons for all children in Year 3. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

### **Out of school providers**

Karate coaching takes place after school during the week. A qualified coach, who is not a member of the school staff, runs and organizes these sessions and makes a small charge.

### **Private Lettings**

School will arrange and charge for private lettings using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate. Discretion can be allowed by the Executive Headteacher/ SBM.

### **Optional Extra School Clubs and Activities**

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

### **School Property**

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 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.

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.

## **FUNDING ASSISTANCE**

Where families have severe difficulties in meeting the cost of a residential visit, the opportunity to discuss their circumstances confidentially with the School Business Manager will be offered at the earliest opportunity. The family will be encouraged to make a nominal regular weekly payment which will go some way to meeting some costs.

Each case will be treated individually, with consideration being given to the pupil's well being and costs of additional staff in school to educate the pupils not on the trip.

## **COLLECTION and BANKING OF MONIES**

### **School Trips**

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.

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.

Payments are non refundable once commitment to the trip is made, unless another pupil takes the place.

### **Music Tuition**

Monies will be collected in advance at the beginning of each term for the period of one term. If a child or parent chooses to cease music tuition within the current term the full amount is payable. Refunds will not be given.

Where a parent does not pay for the music tuition in advance of the term starting the child will not be able to attend music lessons.

### **Other**

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

### **Banking**

All money will be collected promptly; recorded and receipted on the Schools Cash Office System.

Receipts will be written to the School's Cash Office System and printed upon request for cheque and internet payments. Receipts for cash will be issued promptly.

## **PAYMENT ARREARS**

### **Meals**

Where school meal payments are in arrears of the equivalent of 3 weeks a request will be made to the parent to provide a packed lunch until the debt is cleared.

Governors recognise the well being of the child is paramount and they would not wish to see any child without a meal at lunchtime. If the debt goes over £50 the school will pass the debt onto ERYC collection service.

## **Leavers**

Where a pupil leaves the school with outstanding debt, recovery of the debt is attempted through the ERYC collection service.

## **Remissions**

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors. This policy will be reviewed annually by Governors