



Charging and Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Local Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered in the majority by the Headteacher but in some cases may be considered by both the Headteacher and Local Governing Body.

Definitions

Community Facilities – activities which the governors do not feel is of direct educational benefit to children at the school

Extended School Provision – provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the school

Remission – where a charge is not payable, either in full or in part

Prohibition of Charges

The Local Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Local Governing Body or Local Authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;



Charges

1. Approved Educational Visits During the School Day

Please refer to the voluntary contributions section at the end of this policy.

2. ParentPay Transactional Charges

ParentPay transactional charges will be taken into account by the school when the price of a trip is being calculated.

3. Board and Lodgings on Residential Visits

Charging

In the event of any residential visit being arranged by the school, parents will be asked to make a payment to cover the costs of the board and lodgings. The total money collected from each pupil will not exceed the total cost of the board and lodgings. The Local Governing Body will be responsible for the costs of any supply cover required.

Remissions

The Local Governing Body delegates to the Headteacher the discretion to support parents who suffer financial hardship. The amounts to be paid by the school and the parents are at the discretion of the Headteacher and the circumstances made known.

4. The Proportionate Costs for an individual Child for Activities Wholly or Mainly outside School Hours

The Local Governing Body have decided that such activities are not part of the National Curriculum and as such parents are responsible for financing these activities.

5. Individual or group Tuition in the Playing of a Musical Instrument

The school subscribes to Staffordshire County Council Performing Arts for the delivery of music tuition and does not make a charge for the hire of instruments or any tuition delivered.

6. Parental Requests for Non Standard Reports

Charging

The Local Governing Body will levy a charge for any request made by a parent for additional written evidence of a pupil's performance, aptitude and attainment other than that contained in the Annual Pupil Report / Record of Achievement. The charge will be determined by the Local Governing Body who will consider the time taken by the Headteacher and other teachers to provide the data. The current charge is £30.00.

Remission

There will be no remission, the Local Governing Body having decided that such an application is a voluntary act by parents who will have accepted such financial implications.

7. Breakages and Replacements as a Result of Damages Caused Wilfully or Negligently by Pupils

Charging

Children and their parents will be expected to make good any damage caused by wilfulness or neglect. Each incident will be considered individually and the Headteacher will determine the cost of the damage caused. The cost and age of the item will be considered to determine the charge to be invoiced to replace / repair the damaged item.



Remission

There will be no remission, the Local Governing Body having decided that such incidents should have a financial implication to deter any repeat incidents.

8. Extra-Curricular Activities and School Clubs

Charging

Charges will be made for an extra-curricular activity or school club when an external provider delivers the activity before or after the school day and the school is charged for the service.

Remission

The school will not charge if specific funding has been received to provide an extra curricular activity or school club.

9. Letting of the School Premises or Grounds

The Local Governing Body regards the school premises and grounds as a community asset and encourages their use. The school's delegated budget (which is provided for the education of its pupils) cannot be used to subsidise any lettings by the community or commercial organisations. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

The Local Governing Body have an in depth Lettings Policy which is available from the school office.

Charging

Hall - £20 per hour

Remission

There will be no remission. The school budget cannot under any circumstances be used to subsidise any lettings.

10. Charges for Material or ingredients where Pupils Wish to have the Finished Product

There will be no charge for any finished product made in school.

Voluntary Contribution

Thursfield encourages teaching and learning to extend beyond the classroom. Parents will be invited to make a voluntary contribution for the following:

- educational visits which take place during school time

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay
- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The Local Governing Body delegates to the Headteacher the discretion to support parents who suffer financial hardship. The amounts to be paid by the school and the parents are at the discretion of the Headteacher and the circumstances made known. The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.



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Reviewed annually.

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Policy approved.....

Chair of Governors

Headteacher