



## Lakeside Primary School Charging and Remissions Policy

### Introduction

The Governing Body of Lakeside Community Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards a pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad, balanced and creative curriculum for the pupils of the school and as additional optional activities.

### 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 Governing Body are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered by the head teacher.

### 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

**Sinking Fund** - a reserve put aside over a number of years to pay for major maintenance or renewal costs

### Prohibition of Charges

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

- education provided during school hours (including the supply of any essential 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;
- essential education provided on any trip that takes place during school hours;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an essential educational trip

### **Charges**

- (a) Total of the board and lodging on residential visits (not to exceed the costs)
- (b) Total costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) breakages and replacements as a result of damages caused wilfully or negligently by pupils (maximum of £150)
- (d) extra-curricular activities and school clubs provided by external providers.
- (e) Letting of the school premises or grounds
- (f) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- (g) Charges for materials or ingredients where the pupils wish to have the finished product - itemised prior to start of project.

Consideration is also given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;

- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
  - Services (heat & light)
  - Staffing (security, caretaking & cleaning)
  - Administration
  - Wear & tear (sinking fund)

### **Remissions**

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to a free after school club. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £15,575 (Financial Year 09/10).

*Advice will be sought from LA regarding changes in legislation or benefit payments.*

### **Voluntary Contribution**

Parents will be invited to make a voluntary contribution for the following:

- a) entrance fees
- b) transport
- c) materials
- d) insurance

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:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) 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 responsibility for determining the level of voluntary contribution is delegated to the head teacher. However, it may be noted that the activity may not take place if there are insufficient contributions.

Date of Policy approval

Date of Policy review

Policy approved

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Chairperson