



## Ravensmead Primary School

### 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 Governing Board of the School 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 jointly by the head teacher and/or Governing Board.

#### Definitions

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

**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 Governing Board 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 governing board or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

## Charges

- (a) board and lodging on residential visits (not to exceed the costs)
  - school makes a contribution towards the Outdoor Education Centre's charge to the school. Parents advised of the details
  
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 

(i)	travel	}	charge will
(ii)	materials and equipment	}	not exceed
(iii)	entrance fees	}	the cost
  
- (c) individual or group tuition in the playing of a musical instrument
  - cost to be divided by number of pupils in a group
  
- (d) re-sits for public examinations where no further preparation has been provided by the school
  
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
  
- (f) any other education, transport or examination fee unless charges are specifically prohibited – charge will be the cost
  
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils – charge will be the cost
  
- (h) some extra-curricular activities and school clubs – charge will not exceed the cost
  
- (i) letting of the school premises or grounds – charge to be based on Ravensmead Primary School negotiation with Silver Fox Care Club
  
- (j) extended school care activities such as breakfast club – charges will be as displayed

- (k) charges for materials or ingredients where the pupils wish to have the finished product – the charge will not exceed the cost

Consideration also needs to be 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 Fund 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

## 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 the remission of charges for board and lodging costs during residential school trips. The relevant support payments are (as at 15/09/16):

- a) Income Support;
- b) Income Based Jobseekers Allowance;
- c) Income Related Employment and Support Allowance;
- d) Eligible for Child Tax Credit **but not** Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. **Please note:** anyone eligible for Working Tax Credit, or if a partner and they receive it, regardless of Income you will not qualify;
- e) The Guarantee element of State Pension Credit (from 30<sup>th</sup> April 2005);
- f) Support under Part VI of the Immigration and Asylum Act 1999;
- g) In receipt of the 4 week run on of Working Tax Credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to Working Tax Credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time);
- h) Universal Credit.

## Infant Age Pupils

From September 2014, an infant age child (those in Reception, Year 1 or Year 2) can receive free school meals even if the parents don't meet the entitlement criteria listed above and without completing an application form.

### Voluntary Contribution

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

- a) the proportionate costs for an individual child of activities wholly or mainly during school hours to meet the costs for:
  - (iv) travel } charge will
  - (v) materials and equipment } not exceed
  - (vi) entrance fees } the cost
- b) individual or group tuition in the playing of a musical instrument
  - cost to be divided by number of pupils in a group
- c) charges for materials or ingredients where the pupils wish to have the finished product – the charge will not exceed the cost
- d) visiting artists, poets, theatre groups etc.

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.

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Policy approved Mr S P Swatton  
Chairperson