



# REDHILL PRIMARY SCHOOL

## Charging and Remissions Policy September 2020



### 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 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 headteacher and the 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

**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 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 body or local education 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;
- transport provided in connection with an educational trip

## Charges

- (a) board and lodging on residential visits (not to exceed the costs), since April 2013 any funding made available for residential visits is being delegated direct to schools and as a result outdoor Staffs/Entrust outdoor education centres are offering no financial concessions and are passing on full charges to schools if they wish to take part in visits.
- (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
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) individual or group tuition in the playing of a musical instrument
- (d) breakages and replacements as a result of damages caused wilfully or negligently by pupils. As appropriate and through negotiation with parents.
- (e) extra-curricular activities and school clubs as appropriate
- (f) letting of the school premises or grounds. The charge will be £20 per hour (or part thereof), or at the discretion of the governors depending on the nature of the group and services to the community, plus:
  - (i) services (heat & light)
  - (ii) staffing (security, caretaking & cleaning)
  - (iii) administration
  - (iv) wear & tear (sinking fund)

- (g) extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision. Rent is charged to pre-school at £6000 per annum.

#### Price List - as at September 2020

##### Breakfast Club

8.00 - 8.55 am £1.00 with breakfast

Parents should discuss possible financial subsidies with the headteacher.

##### Wraparound charges - Pre School for 2 & 3 year olds from September 2020

Morning session 8.45am - 11.45am £10

Afternoon session 12.15pm - 3.15pm £10

Both sessions include lunch supervision. Children are required to bring a packed lunch. If a child is off ill during an academic year, the full cost of the session will be charged to retain their place. Absences due to Covid 19 are not currently chargeable - this will be kept under review.

- (h) Charges for materials or ingredients where the pupils wish to have the finished product
- (i) 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.
- (j) Other than those children who are in receipt of free school meals, a charge of £2.30 per meal is made. Adult meals are £2.42. Tuck is provided on a daily basis:

Fruit is funded for KS1 children.

Milk 25p - free to children under 5 years of age and those in receipt of free school meals.

Toast 10p

#### 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:

- a) Income Support
- b) Income Based Job Seekers 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 you have a partner and they receive it, regardless of Income, you will not qualify

- e) The Guarantee element of State Pension Credit
- 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 (provided you have an annual net earned household income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may receive. Parents who are in the process of transferring to Universal Credit can approach the school to discuss financial transitional arrangements.

## **Voluntary Contribution**

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

- a) Educational visits
- b) Educational activities eg. theatre group, visitors

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.

The Governors will review this policy on an annual basis.

Due for Review: September 2021