

Walton Priory Middle School



Charging and Remissions Policy

2019-20

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 is 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 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

The governing body intends to charge for the following:

- (a) board and lodging on residential visits (not to exceed the costs)
- (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 (managed through Entrust performing Arts SLA)
 - (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 not exceeding the cost incurred
 - (f) any other education, transport or examination fee unless charges are specifically prohibited not exceeding the costs incurred
 - (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils not exceeding the costs incurred
 - (h) extra-curricular activities and school clubs if additional cost is incurred by the school
 - (i) letting of the school premises or grounds on the basis of an hourly rate and including janitorial and administrative time.
 - (j) extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision to cover costs incurred as specified by the particular provider
 - (k) charges for materials or ingredients where the pupils wish to have the finished product not exceeding the costs of the materials
 - (l) cost of transport to take part in work experience

Consideration also needs to be given to:

-) the proportion of the costs recovered where a charge is to be made;
-) cases of financial hardship including families eligible for pupil premium and individual cases considered jointly by the Governor responsible for Finance and the Headteacher;
-) 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 for profit making organisations should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear (sinking fund).

Remissions

Children, for whom we receive pupil premium funding, will also be entitled to the remission of charges for board and lodging costs during residential school trips, given that it is not always possible to deduct this element from total costs of services provided as a rule of thumb a voluntary contribution of half will be asked for on residential trips. A voluntary contribution of half the full amount will be asked for other trips/ visits. For overseas trips no remission will be granted.

50% remission of charges for music tuition will be granted (where music tuition is provided) for those in receipt of pupil premium. This applies to one instrument only.

Lettings costs may be waived or reduced for non-profit making organisations or those that work in close collaboration with the school to the benefit of the pupils

Voluntary Contributions

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

- a) Educational visits beyond the classroom
- b) Everyday writing equipment
- b) Costs for guest speakers
- c) Materials / ingredients required for school projects if the end product is to be taken home by the pupil(s)

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;
- b) that should the amount of voluntary contributions fail to cover the cost of the trip, the school reserves the right to cancel the trip/visit;
- c) 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 governing body recognises that the school subsidises the costs of trips/visits for many pupils and therefore should the total of the voluntary contributions ever exceed the final cost of the trip/visit the governing body will ringfence the amount in the budget to help subsidise the cost of future trips/visits.

Date of Policy approval: May 2019

Date of Policy review: May 2020

Charging and Remissions Policy approved by:

Headteacher signature:

L Taylor-Potts

Chair of Governors signature:

A Brooke

Date:

Charges from May 2019

Chargeable Item	Private / For Profit Groups	Community/ Non Profit Groups
Admin fee applicable to processing all lettings requests	£50	£50
Music Lessons (when offered)	Cost	Cost
Field	£100 per session + janitor time + admin	On application
Playground	Free + janitor + admin	On application
Changing Rooms	£40 per session + janitor time + admin	On application
Classroom	£40 per hour + janitor time + admin	On application
Gym / Hall	£50 per hour + janitor time + admin	On application
Food Technology Lab	£50 per hour + janitor time + admin	On application
Site Supervisor during working day.	£15 per hour	£15 per hour
Evenings (past 7.15pm)	£22.50 per hour	£22.50 per hour
Saturdays	£22.50 per hour	£22.50 per hour
Sundays	£30 per hour	£30 per hour
Photocopying per sheet	12p/15p (A4/A3)	5p/7p (A4/A3)
Telephone	Cost	Cost

Where applicable VAT, at the current rate, will be charged on room hire.