

# TADDINGTON/PRIESTCLIFFE C OF E PRIMARY SCHOOL

## CHARGES AND REMISSIONS POLICY

March 2016

### INTRODUCTION

Extracts from DES document 2/89, a copy of which is available for inspection in school.

Sections 106-111 and 117-118 of the Education Reform Act, 1988, set out the law on charging in all LEA maintained schools. These provisions replace the provisions of Section 61 of the Education Act, 1944, from 1<sup>st</sup> April 1989.

The objectives of the charging provisions in the 1988 Act are:

- to maintain the right to free school education.
- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- to emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give LA's and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- to confirm the right of LAs and schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

### NOTE:

Free school education includes books, materials, equipment, instruments, protective clothing (excluding games kit, PE kit and cookery aprons) and ingredients for practical subjects. For the latter, a charge may be made if the parents wish to keep the finished product. A charge may still be made to cover the cost of damage to these items owing to pupil misbehaviour.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as optional activities.

Nothing in this Policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

### EDUCATION DURING SCHOOL HOURS

In general, no charge may be made for education provided wholly or mainly during school hours. For the purposes of the Act, the mid-day break is outside school hours.

In addition, no charge can be made for musical instruments, materials, books, equipment or other items including those for practical subjects.

The Government circular on charging suggests that parents may be invited to provide particular items voluntarily to release resources from the school budget for other purposes. It stresses that no child should be put at a disadvantage because their parents are unwilling or unable to contribute in this way.

## **EXCEPTIONS**

Charges may be made for certain activities during school hours, but the emphasis is on the work “may”. It is up to the Authority and the Governing Body to decide.

During school time, charges may only be made for:

- individual music tuition which is not part of the National Curriculum or a prescribed public examination.
- non-school or adult education provided at a grant maintained school.
- transport not provided by the Authority or the school.
- ingredients and materials for practical subjects where parents have said in advance they wish to own the finished product.

These exceptions only relate to charges made by the local authority or the Governing Body.

## **EDUCATION OUTSIDE SCHOOL HOURS**

No charge for provision outside the school day can be made if it fulfils:

- the syllabus requirements of a prescribed public examination.
- statutory duties relating to the National Curriculum or to religious education.

The cost of board and lodgings on associated residential visits may be charged for, but subject to the provisions on remission.

Other provision outside the school day becomes “optional extras” for which charges can be made. But they are subject to the following conditions:

- participation is by choice and parents must have agreed to pay.
- no child eligible to participate and whose parents agree to pay can be excluded.
- the charge to individuals must not exceed the actual cost divided by the number of participating pupils.
- there must be no element of subsidy for other pupils who want to take part, but whose parents are unwilling or unable to pay.\*

\* funding is sometimes received from external agencies to support children in-care or under social services to participate in activities.

These optional extras can include: pupils’ travel; board and lodgings subject to possible remission; materials, books, instruments and other equipment; non-teaching staff costs; entrance fees to museums, theatres etc; insurance costs; cost of teaching staff.

Teaching staff must be specifically engaged to provide the activity and the cost may cover their travel, board and lodgings. If any of these teachers are already employed by the local authority, or the Governors, their costs may only be passed on to pupils if:

- they are employed to provide individual instrument tuition unrelated to the National Curriculum or a prescribed public examination.
- they are engaged on a separate contract to provide the optional extra.

That contract may be a simple letter from the Governing Body or the Authority inviting the teacher to provide certain services for a specific activity at a certain time, in return for the payment of expenses and, where appropriate, a fee. The teacher should be asked to sign and return a copy of the letter to signify her / his agreement.

## **EDUCATION PARTLY IN SCHOOL HOURS**

### Non-residential Activities:

Where at least half the time on these activities is within the school day, no charge can be made. The mid-day break must be discounted and only travel occurring during the school day can be included in the calculation.

Charges can be made for transport for day visits if the time spent on the visit is more than twice the length of school sessions for the day.

### Residential Activities

Board and lodgings can always be charged for, but the charge must not exceed the actual cost per pupil.

If the activity is deemed to be in school hours, the charge must be remitted for pupils whose parents receive income support. It must also be remitted if the activity is related to a prescribed public examination or statutory duties relating to the National Curriculum or religious education.

### Voluntary Contributions

These must be genuine. Pupils must not be treated differently according to whether or not their parents have contributed.

If any activity cannot be funded without voluntary contributions, this must be made clear in a letter to parents at the outset, indicating the likely amount needed per pupil.

Parents will be invited to make a voluntary contribution for events such as visits and cultural activities; children will not be excluded because no contribution was made. If the school receives insufficient funds the event may be cancelled.

If a child is absent due to illness on the day of the trip a refund may be reimbursed if payment has not already been made to the trip / coach companies i.e. entrance fee.

<b>Item</b>	<b>Charging</b>	<b>Remission</b>
Activities within school hours (not dinner break)	Payment not necessary but school may request voluntary contribution and cancel activity if contributions do not provide adequate funds.	Funding is sometimes received from external agencies to support children in-care or under social services to participate in activities.
Activities outside school hours and not part of National Curriculum	Parents meet full cost. Prior agreement with parents is required.	Not applicable.
Residential visits; board and lodging costs.	Parents meet full cost.	
Ingredients / materials for cookery / craft / practical subjects.	Parents will be encouraged to provide / pay for materials for practical subjects; but no child will be disadvantaged because of parents' inability / reluctance to pay.	Ingredients etc. will be provided for children who cannot bring them to school, but items may not be sent home.
Individual music tuition.	Schools may bring in outside tutors within school hours and parents will be required to meet full costs after agreeing to the provision	If part of National Curriculum, or a prescribed public examination – charge remitted.
Lost school equipment/books etc.	Parents are expected to replace / purchase lost items of school property.	None
Breakages and damage to school buildings, furniture / fittings or property.	Any damage attributed to pupils' behaviour will be charged to parents.	None.

The Governing Body annually review their Charges and Remissions Policy, when charges are agreed and fixed for this financial year in respect of:

- telephone charges
- photocopying charges
- energy charges (re lettings)

Telephone		Staff and others using the school telephone may do so at the normal BT rate. For emergency calls no charge will be made to staff.
Photocopying		Staff and others may use the school photocopier at a cost of 5p per A4 copy.
Energy	As per lettings calculator.	This charge may be remitted at Governors' discretion. However, this is charged throughout the year.
Per capita charge for lettings	As per lettings calculator.	This amount to be charged for every person attending any letting. Exception may be made to Lettings with set charges due to the variation in attendees.
Caretaker's letting fee	The minimum payment will be made for an opening fee. See lettings calculator.	Derbyshire County Council's guidelines will be adhered to when setting this fee.

When setting fees for the hire of the school building and grounds, the Governing Body will adhere to Derbyshire County Council's guidelines unless the letting has a fixed charge in the following cases:

- use of IT suite, a fixed amount will be used as the use of equipment / resources will vary and also the amount of people attending.
- use of the school building for adult education classes, a fixed charge for each room plus the caretaking fee as the number of rooms and people attending varies at each letting.
- use of the school building for after school or holiday clubs, a fixed charge for each session maybe charged as the number of people attending varies.
- use of the school field for junior football training and matches as the school building or caretaker is not required and the number of games and people attending varies.

Any fixed charges will be reviewed on an annual basis.

Any agreement will be reviewed annually by the school.

The school support and encourages all of these services, which are also offered to the staff, parents, children and wider community.

All correspondence regarding lettings are dealt with by the Administration Manager.  
The Charges and Remissions policy will be reviewed annually.