

Hayfield Primary School

Policy for

Charging & Remissions

HAYFIELD PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

1. GENERAL INTRODUCTION

The Education Reform Act 1988 established regulations regarding charges for school activities based on the principle which:

- Maintained the right to free school education.
- Established that activities offered wholly or mainly during normal teaching time should be available to all children regardless of their parents' ability or willingness to help meet the cost.
- Emphasised that there is no statutory requirement to charge for any form of education or related activity, but to give LAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- Confirmed 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.

The charging provision of the 1988 Education Reform Act relates to all maintained schools.

Throughout this policy various terms will be referred to which may need some clarification. To assist with this aim, the following section is devoted to defining terms.

2. DEFINITION OF TERMS

Charges:

Fees, which by law, may be claimed from parents and carers with regard to specific items in the school policy.

Remissions:

A reduction of terms and/or charges – a lessening of obligation for/in specific cases as stated in the school policy.

Voluntary:

Donations offered willingly for the benefit of contributions to the school. The donation could be for an unspecified reason or as a result of a request from the school asking for assistance towards a specific figure/activity. Such contributions must be genuinely voluntary and a request for assistance should emphasise that there is no obligation to contribute. Neither is there a limit to the level of voluntary contribution which parents or others can make. Parents should also be informed that without voluntary contributions up to a pre-determined level, the activity may not be able to proceed.

School hours:

8.50am – 12.00pm (12.10pm juniors) and 1.15pm – 3.20pm.

Inside school hours:

The hours when school is actually in session. This does NOT include the dinner break. Some activities may take place partly during and partly outside school hours.

A non-residential activity is deemed to take place inside school hours if 50% or more of the period spent on the activity occurs during school hours.

Any time spent on travel does not count unless it occurs during school hours.

A residential visit is defined as a trip organised by/on behalf of school when registered pupils at the school spend one or more nights away from their usual accommodation. On a residential visit, the method of calculating time spent is done in half days i.e. any period of 12 hours ending with noon or midnight on any day. If, when calculating the total number of half days spent on the activity it is found that there were 50% or more of those half days which should normally have been spent as school sessions, then the whole activity is deemed to have taken place INSIDE school hours and, as such, NO CHARGE can be levied in respect of the activity.

Outside school hours:

A non-residential activity is deemed to take place outside school hours if less than 50% of the period spent occurs during school hours.

A residential activity is considered to be outside school hours if the number of half days, including travel, is more than 50% of the relative total numbers of 'half day school sessions' missed during that activity.

Incidental equipment:

School should provide materials, books, instruments, apparatus and other equipment used in connection with education provided during school hours. This would include protective clothing but would not include any other form of clothing.

Charging in kind:

Materials, equipment or ingredients used for practical subjects could be supplied by the school or parents, but a charge could be made in the former case if parents have indicated, in advance, a wish to own the finished product.

Optional Extras:

Any activity which takes place during school hours CANNOT be an optional extra. An optional extra is the provision of an educational activity wholly or mainly outside school hours.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet such charges as may be made i.e. at the discretion of the Governing Body. This would not exceed the actual cost of providing the activity divided equally between the number of pupils whose parents agreed to their participation prior to the relevant provision being made. Any charge for this type of activity cannot include an element of subsidy for any pupils willing to participate but whose parents were unable or unwilling to pay the full charge.

The charge CAN include an appropriate element for:

- a pupil's travel costs
- a pupil's board and lodgings
- materials, books, instruments and other equipment
- non-teaching staff costs
- entrance to museums, castles, theatres etc
- insurance costs
- cost incurred by necessary supervising staff for their board and lodgings and necessary entrance fees.

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

Our 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 additional optional activities.

3. CHARGES

Our Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

Activities Outside School Hours

The full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours:

- Year 6 residential visit
- The full cost of obtaining any sporting award/badge required following the attainment of a certain standard at a school sports club, should the parent wish the child to have and award/badge.

Charging in Kind

The cost of materials or equipment (or the provision of them by parents) for specialised handwork, baking, pottery, etc

Our Governing Body may charge for equipment/materials, or require them to be provided, if the parents have indicated in advance that they wish to own the finished product. Notification/details of costs would be circulated to parents prior to the activity taking place.

Our Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes our Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Where pupils are proved to have damaged, broken or defaced school property/materials/equipment through deliberate acts of misbehaviour, parents will be asked to pay for the full or part of the cost of repair/replacement.

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Governors also reserve the right to charge for private telephone calls at the BT rate and photocopying at the rate stated by the lease company.

Additionally, governors reserve the right to charge local organisations and people connected with the school, e.g. parents, groups such as Sustainable Hayfield, Hayfield Football Team etc, for advertising in the school newsletter, a nominal fee to cover costs of photocopying, printing and administration.

Please see Appendix 1 for a table showing our policy on charges.

Charges to Staff for Personal use of School Equipment

The governing body have agreed that staff will be charged the following for personal use:

Telephone	UK calls (per min)	Landlines 10p	Mobiles 15p
	International calls	Landlines 30p	Mobiles 55p
Fax	Local calls	10p per minute	
	National calls	30p per minute	
Photocopies	8p per B & W copy; 12p per colour copy		

4. REMISSIONS

Where a child is disadvantaged and the school is in receipt of Pupil Premium for that child, should the parent be either unable or unwilling to pay, our Governing Body will remit in full the cost of **educational visits**, or board and lodging for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, our Governing Body will invite parents to apply, in confidence, for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

This revised policy will be reviewed annually by the Governing Body and updated, as appropriate.

Reviewed on	Signed by Chair of Governors	Signed by Headteacher

Appendix 1: Policy on Charges

Type of activity	Policy
Residential courses	<p>Parents are asked to meet the full cost except in the case where their child is entitled to pupil premium and the parent cannot/will not pay, either the full cost or part, in which case charges should be part or fully remitted by school.</p> <p>School may cancel a residential course if parents are unable/unwilling to pay, resulting in a shortfall of funds which cannot be met by the school.</p> <p>The PTA will consider meeting, either in part or full, the cost of residential courses for such children.</p>
Educational visits within school hours that are within the National Curriculum	<p>We will ask for a voluntary contribution from parents to cover the cost of the trip and/or subsidise from PTA or school funds.</p> <p>Currently, the PTA contribute towards the cost of transport for educational visits.</p> <p>No child will be disadvantaged because of parents' inability/reluctance to pay but we reserve the right to cancel the visit if insufficient funds are available.</p>
Enrichment activities in school involving creative partners or outside professionals who charge a fee, e.g. a poet providing an assembly and workshops	<p>Depending on cost, we will ask for a voluntary contribution from parents to subsidise or cover the cost, or request a contribution from the PTA or school funds.</p> <p>No child will be disadvantaged because of parents' inability/reluctance to pay but we reserve the right to cancel an enrichment activity if insufficient funds are available.</p>
Activities outside school hours not within the National Curriculum.	<p>Parents to meet the full cost, unless the school is in receipt of Pupil Premium for the child and there is sufficient funds available for the school to pay and it is deemed an appropriate use of the funds.</p>
Individual Music Tuition in school hours	<p>No charge for the Authority's service, but school may bring outside tutors in within school hours at a charge to parents.</p>
Ingredients/materials for practical subjects.	<p>Parents are to be encouraged to provide materials for practical subjects, but no child will be disadvantaged because of parents' inability/reluctance to pay.</p> <p>Where necessary, school will pay.</p>
Lost school equipment	<p>Parents will be expected to replace or purchase lost items of school equipment.</p>
Breakages and damage to school	<p>Parents to be made aware that wilful damage to</p>

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buildings, furniture or property.	school buildings or property will be charged to parents by school.
Advertising in the school's newsletter	Parents or local groups & organisations wishing to advertise events in the school newsletter may be charged a nominal fee to cover costs.