

CHARGING & REMISSIONS POLICY

Leys Farm Junior

SCHOOL

CHARGING AND REMISSIONS POLICY

This outline charging and remissions policy is provided to support governors to develop their own Charging and Remissions Policy. Options where the document should be amended in the light of local decision-making and circumstances are indicated in Bold within square brackets

1. Introduction

This policy has been formulated in accordance with the Department for Children, Schools & Families (DCSF) (formerly the DfES) advice on Charging for School Activities.

[<http://www.teachernet.gov.uk/management/atoz/c/chargingforactivities/>]

2. Aim

The aim of this policy is to set out what charges should be levied for school activities, what remissions could be implemented and the circumstances under which voluntary contributions can be requested from parents.

Sections 7, 8 and 9 cover education provided wholly or mainly during school hours; Section 10 covers charges for extended activities outside school hours, provided by or on behalf of the Governing Body of **Leys Farm Junior** School.

3. Definition of Extended Provision

Extended use of school premises is when schools open up their school facilities either before, during or after the school day as well as during school holidays for educational, community or commercial use.

Education use is defined as any activity directly related to the curriculum.

Community use is defined as facilities and services that benefit families and the community as well as pupils.

Commercial use of school facilities being let to external organisations/groups on a profit basis.

4. Responsibilities

The Governing Body of **Leys Farm Junior** School is responsible for determining the content of the policy and the Headteacher for implementation. Any decisions with respect to individual parents will be considered **by** the Headteacher .

The Governing Body should make aware safeguarding procedures to all users, particularly when the school is being let during the normal school day.

The Governing Body must ensure that all site users have their own safeguarding procedures in place and all staff are aware of their content. Safeguarding procedures should be equivalent to those adopted by the Local Safeguarding Children's Board (LSCB).

5. Prohibition of Charges

In line with DCSF guidance, the Governing Body will not charge for any of 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 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) 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 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 authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school;
- transport provided in connection with an educational trip.

6. Publication of Information

A summary of this policy will be available in the office. A full copy will be provided on request.

7. Charges for Curricular Activities

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child taking part in activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) staffing costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) any other education, transport or examination fee unless charges are specifically prohibited
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (f) extra-curricular activities and school clubs.

8. Remissions

Where the trip takes place wholly, or mainly, during school hours, 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 these charges:

- a. Income Support;
- b. Income-based Jobseeker's Allowance;
- c. support under part VI of the Immigration and Asylum Act 1999;
- d. Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £14,155 (as of October 2007);

e. Guaranteed State Pension Credit

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

In respect of (d) above, the amount taken into account will be revised periodically in line with changes to the amount published by the DCSF.

9. Voluntary Contributions

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

- a) Educational visits
- b) Educational visitors
- c) Ingredients for cooking – children will take produce home

The terms of any request made to parents will specify that the request is 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 responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:

- Offset the cost of the visit
- Offset the cost of visitors
- Purchase of materials and ingredients

10. Charges for Extended Activities

Charges are made for optional, extra activities provided outside of the school day, for example Football in the Community. Charges are also made for

extended activities provided in or around the school by, or on behalf of the Governing Body. These fall under 3 broad categories. These being;

Educational activities: Activities organised or commissioned by schools for the benefit of their own pupils such as study support and other enrichment activities (e.g. additional language tuition, music practice, chess club etc).

Non-educational activities: Extra-curricular activities organised by schools such as the provision of childcare for school staff or recreational activities for school pupils.

Community programmes: Activities organised for the benefit of the wider community, often run with or by external groups (e.g. pre-school childcare, sport, performing arts, adult education).

***Hire of school premises or equipment:* Renting or leasing part of the school premises or use of school equipment, often offered on a commercial basis.**

A schedule of charges for individual activities currently provided on or around the school site is available on request.

The Governing Body has decided that charges will be reduced for some activities. The school's published schedule of charges identifies the activities to which reduced rates of charging apply.

11. Charges for Community Use of School Premises and Facilities

Schools and other providers may identify different levels of charges depending on the nature of the activity being provided. Listed below are 5 possible levels of charging:

- *Commercial charges:* Aims to cover the cost of providing a service and make a surplus.
- *Full Cost Recovery:* Aims to recover the costs of providing this service from those who use it.
- *Subsidised:* Users of the service make a contribution to the costs of providing it.
- *Free:* The service is made available at no charge to meet a service objective.
- *Statutory:* Charges are determined in line with legal requirements.

The table below provides examples of how a differentiated charging structure could be applied to various activities.

These will be determined by the Finance Committee as the need arises.

Charging Level	Description	Activity Types – Some Examples
Commercial charges	Aims to cover the cost of providing a service and make a surplus	<ul style="list-style-type: none"> • Letting part of the school to a commercial company as a venue • Commercial car boot sale • Use of parking facilities
Full Cost Recovery	Aims to recover the costs of providing this service from those who use it	<ul style="list-style-type: none"> • Non-educational trips and activities • Community activities • Use of the school for adult education (although fees for use may be subsidised by the provider, or through grants)
Subsidised	Users of the service make a contribution to the costs of providing it	<ul style="list-style-type: none"> • Educational trips and activities (the subsidy may be for all users, or only for those on limited means)
Free	The service is made available at no charge to meet a service objective	<ul style="list-style-type: none"> • Study support
Statutory	Charges are determined in line with legal requirements	<ul style="list-style-type: none"> • Use of school premises for elections or for official meetings of Parish or Parochial Church Councils

Date of Policy approval _____

Date of Policy review _____

Policy approved _____
Chair of Governors

Reviewed Autumn 2012

