



*This policy is based on a template provided by Education Finance Support, EES for Schools. Schools **must** amend the template to reflect local circumstances, provided this does not alter the principles contained therein. Original copies of this document can be obtained from Education Finance Support. Where amendments are made, trustees should receive an annotated copy clearly stating where the local scheme varies from the original. **Items highlighted must be personalised to suit your school.***

# North Primary School and Nursery

## Charging and Remissions Policy

**Date policy adopted: 11<sup>th</sup> October 2018**

**Due for review: Autumn 2019**

The Governing Body has resolved to make charges as allowed by the Education Reform Act 1988.

### CHARGING POLICY

#### School Meals

The charge for a school meal will be set by the governing body following consideration of the Catering Business Plan as part of the annual budget setting process.

All meals taken by pupils who are not eligible for free school meals will be chargeable, parents/carers are expected to make prompt payment. Where payments are not made in advance of the meal being taken, parents/carers will be reminded of their debt by email/letter.

There is no charge for pupils who are entitled to free school meals or universal infant free school meals.

#### Educational visits:

The school:

- will seek voluntary contributions from parents/carers where applicable
- will not exclude a child from participating in an activity during the school day on financial grounds

Where 10% or more of parents decline to make the requested voluntary contribution (their identity will remain confidential), or the contributions shortfall is £50 or more, then the visit or activity will not take place.

#### Residential activities:

The costs of residential activities can be high and such activities may only continue to be available if sufficient costs are recovered.

Charges that apply:

- travel costs – transport to and from the residential activity
- board and lodging
  - full cost of board and lodging on residential trips whether or not it takes place during school hours
  - parents / carers will be informed of the cost before the activity takes place
- costs of supply staff engaged to cover the staff accompanying pupils on a residential trip where the trip takes place during term time
- full cost recovery for residential activities that take place outside of school hours

No charge applies:

- where parents / carers in receipt of certain benefits may claim exemption in accordance with the remissions guidance below
- for education costs incurred on any visit during school hours
- for education costs incurred on any visit outside school hours if it part of the school's curriculum

## Music Tuition

Instrumental tuition or singing lessons do not form part of the curriculum but are an additional activity arranged by the school and delivered by specialist tutors either on an individual basis or as part of a group, following parental request. The cost of such lessons is dependent on the charges applied by the tutors, the size of the group, the duration and frequency of each lesson.

The school operates on full cost recovery basis. Essex Music Services offer a voucher scheme to enable all students to access instrumental tuition. The value of the vouchers is currently £50.00 per term (which is put towards tuition fees of £75.00 per term). Parents/carers who are in receipt of Jobseeker's Allowance, Income Support or Working Tax Credit/Child Tax Credit (subject to certain criteria), may be entitled to and should apply for Instrumental Tuition Discount. Discretionary awards are also made to people in receipt of equivalent benefits.

There will be no charge applied if the music tuition forms part of a public examination syllabus being followed by a pupil of the school.

## Examination fees

No charge when:

- an exam is part of the curriculum
- an exam is on the school's set examinations list
- the pupil has been prepared for that exam by the school
- the exam is not on the set list, but has been arranged by the school

Charges do apply when:

- the pupil has not been prepared for the exam by the school

- the pupil wishes to re-sit an exam
- the pupil fails to reach the required standard without good reason (the school may ask the parents to pay the original exam fee)

### **Nursery Fees**

The school may offer spare nursery places to children in the term of their third birthday, subject to availability. This will be on a fee paying basis.

### **Extra-curricular activities:**

#### **Curriculum related clubs**

Where these activities run outside of normal school hours, (ie. sports clubs, homework club, art club) a charge may be made to cover costs of equipment, teaching or non-teaching staff, specialist staff /coaches or materials used. The total charge will not exceed the actual costs incurred in the provision of the activity and will be set by the Headteacher in consultation with the Finance Committee.

Parents/carers will be advised of any such costs before their child is allowed to undertake any such activity and participation will be on the basis of the parents willingness to pay the charges.

Parents/carers are able to claim remission from such charges in accordance with the guidance below.

#### **Breakfast club**

- charges apply in accordance with the rules laid down in the school's separate Sunrise Club agreement, which must be signed by parents/carers before their child is left in the care of breakfast club staff

#### **After school club**

- charges apply in accordance with the rules laid down in the school's separate Sunset Club agreement which must be signed by parents/carers before their child is left in the care of after school club staff

### **Other areas:**

#### **Charges apply:**

- books and materials belonging to the school that a pupil has lost
- books and materials that a parent wishes a pupil to keep after having been advised of the cost
- activities taking place outside school hours that are not
  - part of the school's curriculum
  - part of a syllabus for a public examination that the pupil is being prepared for by the school
  - part of the school's basic religious education
- property damage – each individual case to be decided upon by the Headteacher
  - full repair costs incurred as a result of wilful or reckless damage to school property by a pupil or parent/carer
  - full recovery of costs incurred by the school as a result of damage caused by a pupil to third party property

**No charge applies:**

- for activities taking place during school hours except any of those listed above
- for transport during school hours for school-organised activities except for educational visits as detailed above
- for activities outside school hours that are part of the
  - set curriculum including sports matches against other schools / academies
  - syllabus for a public examination that the pupil is being prepared for by the school
  - school's basic religious education syllabus
- for admissions, except in the case of failed appeals where costs may be recovered.

**Voluntary contributions**

The school may, from time to time, ask parents/carers for voluntary contributions to the school's general funds in order to assist with the provision of resources to enhance their children's education. There will be no pressure exerted and any contribution will be gratefully received.

Where the voluntary contribution applies to an educational visit or extra-curricular activity, if the sufficient level of contributions is not achieved, that activity will be cancelled; any monies already collected will be refunded to the relevant parents/carers.

**DBS checks**

The school will cover the cost of DBS checks for all employed staff.

The school will cover the cost of DBS checks for volunteers at the Headteacher's discretion.

**Unpaid charges**

Those unpaid charges which are legally recoverable will be recouped, together with resultant costs as a civil debt.

**REMISSIONS POLICY**

The Headteacher and Chair of Governors will authorise the remission of charges in all cases.

The school will consider the remission of charges to parents or carers who receive the relevant support payments (in accordance with the current DfE listing) which make their child/children eligible for free school meals and for children in care.

All claims for remission of charges should be addressed to the Headteacher and will be dealt with confidentially.

The school may decide to subsidise part or all of the payment of some charges for certain activities and pupils; each event or case will be considered individually by the Headteacher and the governing body.

**Confirmation that the Charging and Remissions Policy in respect of North Primary School and Nursery has been discussed and formerly adopted by the full governing body.**

Signed by:

Chair of Governors: ..... Date: .....

Print name:.....

Chair of Finance Committee.....Date:.....

Print name:.....

Headteacher:.....Date: .....

Print name:.....

Agreed at the full governing body meeting on: 11<sup>th</sup> October 2018