

Eastwood Community School



Charging and Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. It conforms to the requirements of guidance detailed in 'A Guide to Law for School Governors – Voluntary Aided Schools' chapter 16, Feb 04).

Responsibilities

The Governing Body of Eastwood Community School is responsible for determining the content of this policy and the Headteacher for implementation.

The Governing Body of the School recognise that 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 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. ☒
- 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 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 provided in connection with an educational trip.

Charges will / may be made for:

- School-time activities by inviting parents and others to make voluntary contributions to enable school funds go further. Children of parents who do not contribute will not be treated differently from those who do make contributions
- Breakages and replacements as a result of damages caused willfully or negligently by pupils
- Damage/vandalism/loss to and of school property
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy)

No remissions apply to the above charges

Voluntary Contributions

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

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance costs
- Vocal and musical instrument tuition.

- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited
- Extra-curricular activities and school clubs
- Any extended school activity The terms of any request made to parents will specify that it is 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 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.
- c) If the activity cannot be funded without voluntary contribution, the Governing body or Headteacher must make this clear to parents at the outset. An initial letter should explain the nature of the proposed activity and its likely educational value. It should then indicate the contribution per pupil which is required for the activity to take place. It should emphasise that there is no obligation to contribute and that no pupil will be omitted from the activity because his/ her parent/carer are unwilling or unable to contribute, but it should be made equally clear that the activity will not take place if parents are reluctant to support it.

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 activity or event

Remissions

Where the parents of a pupil are in receipt of:

- Income Support; or
- Income-based Jobseekers Allowance; or
- Child Tax Credit, with no Working Tax Credit, at an annual income not exceeding the first threshold level (correct as at 1st April 2011 £16,190)
- Supported by the national Asylum Support Service (NASS)

The Governing Body will seek to support an application for a grant to cover the cost of board and lodgings for any residential activity that it organises. 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 voluntary contribution is requested. When arranging a chargeable activity the Headteacher / 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. Parents will be advised of how to do this upon request.

The remission amount will be 25% of the total cost. EG a £10 trip will cost £7.50 for eligible parents, a £4 trip would cost £3 etc....

School Meals

School dinners are available at a cost of £1.60 per day (as at Jan 2015). Additional healthy snacks can be purchased for 10-30p from the snack trolleys for KS2 at breaktimes.

Parents are advised to check their eligibility for Free School Meals at various points throughout the year and via the website.

Refunds

- If a child is absent due to illness, part of the contribution made will be refunded, minus any incurred expenses (eg payment towards transport which is paid in advance).
- In the event that a student's behaviour, subsequent to being accepted on the trip, causes a potential safety risk to themselves or others, then the child will not be taken. In such cases, school reserves the right to ensure that the trip does not run at a loss or incur additional costs. In ensuring that these requirements are satisfied, pupils who are not permitted to attend a trip for behavioural reasons will forfeit any monies paid towards the trip.
- If a trip has to be cancelled by school or the venue, parental contributions will be refunded.
- If contributions to an activity exceed the total cost, a refund will be given if excess is over £1 per child.
- Excess income less than £1 per child will be paid into school fund account.
- Excess of expenditure will be funded by school fund.

Governors will review lettings charges levied by school on an annual basis.

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Associated documents:

- Pupil Premium documentation (website and paper copies)

Document Control

Adopted & ratified by Governors: May 2017 (date)

Due for review:

May 2018