

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 the guidance detailed in the DfE 'Charging for School Activities' document (May 2018).

Responsibilities:

The local Governing Body (LGB) of Eastwood Community school, overseen by the Northern Star Academy Trust (NSAT) is responsible for determining the content of this policy and the Headteacher is responsible for its implementation.

The LGB recognise that legislation prohibits charging 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 curriculum¹, 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school².

and that schools can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances (see page 6);
- certain early years provision³;
- community facilities⁴.

And also for the following 'optional extras':

Optional extras are:

- education provided outside of school time that is not: a) part of the national curriculum;
- b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or

c) part of religious education.

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

The LGB will review this policy on a two-yearly basis.

Charges will be made for:

- school time activities by inviting parents and other to make voluntary contributions to enable school funds to stretch 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 cause wilfully or negligently by pupils.
- Damage / vandalism / loss to and of school property.
- Community use / lettings (charges for the letting of school premises are set at a standard rate and are made by prior arrangement with the school). The LGB will review lettings charges levied on an annual basis.

No remissions apply to the above charges.

Voluntary contributions:

Parents / carers 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

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 in the school will not be treated differently according to whether or not their parents/carers have made contributions.

- c) If the activity cannot be funded without voluntary contribution, the LGB or Headteacher must make this clear from the outset. An initial letter should explain the nature of the activity and its educational value. It should indicate the contribution per pupil which is required for the activity to take place. It should emphasise that no pupil will be omitted from the activity because his/her parent is unable/unwilling to contribute, but it should be made equally clear that the activity will not take place if sufficient contributions are not received.

The responsibility for determining the level of 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
- Income based job-seekers allowance
- Child Tax Credit with no Working Tax Credit, at an annual income not exceeding the first threshold level (correct as of 1st April 2020 £16,385)
- Supported by the National Asylum Seeker Support Service

The LGB will seek to support an application for a grant to cover the cost of any residential activity. In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in activities where a voluntary contribution is requested. When arranging a chargeable activity, the Headteacher will invite parents to apply in confidence for the remission of charges in part or full. Authorisation of remission will be made by the Headteacher in consultation with the LGB. Parents will be advised how to do this on request.

The remission amount will be 25% of the total cost (eg a £10 trip would cost £7.50 to eligible parents etc).

School Meals:

School meals are available at a cost of £1.90 per day (as Sept 2020). Additional healthy snacks can be purchased for 10-30p from the snack trolleys at KS2 break. Fruit and milk is provided free of charge in FKS and KS1.

Parents are advised to check their eligibility for Free School Meals regularly throughout the year. Advice on how to do this can be sought from the school.

Refunds:

- If a child is absent due to illness on the day of a trip/activity, part of the contribution will be refunded (minus costs incurred eg payment towards transport which has been paid in advance).
- In the event that a student's behaviour, subsequent to being accepted on the trip, causes a potential risk to themselves or others, then they 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 as a result of this change. In ensuring that these requirements are met, pupils who are not permitted to attend a trip due to behavioural concerns will forfeit all monies paid towards that activity.
- If a trip is cancelled by the school or the venue, parental contributions will be refunded.
- If contributions to an activity exceed the total cost, a refund will be given if the excess is over £1 per child.
- Excess income less than £1 will be paid into school funds and used for the children at a later stage.
- Excess expenditure will be funded by school funds.

Associated documents

- New pupil induction policy
- Appeals statement

Document Control

Adopted & ratified by Governors:

September 2018

Due for review:

September 2020