



ETON PARK JUNIOR; A de Ferrers Trust Academy

Charging and Remissions Policy

Author:	Helen Phillips
Approval needed by:	LGB
Consultation required	Director of Finance
Adopted (date):	September 2017
Date of next review:	March 2019

Introduction

The Governing Body of Eton Park Junior; A de Ferrers Trust Academy is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities and to:

- Participate fully in school curriculum
- Contribute to all aspects of school life; and
- Be a valued partner in the process of education

These objectives must be seen to inform educational activities whether in or outside the school and are therefore integral to the process of charging for school activities and to the remission which is available to parents/carers on low income.

We aim:

- To make school activities accessible to all pupils regardless of family income;
- To encourage and promote external activities which give added value to the curriculum;
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school; and
- To respond to the wide variations in family income whilst not adding additional unexpected burdens to the school budget.

Legislation

Nothing in legislation prevents a school governing body from asking for voluntary contributions for the benefit of the school or any school activity. However, if the activity cannot be funded without voluntary contributions then the visit/activity will have to be cancelled.

Children of parents who are unable to contribute will not be discriminated against. However if there is not alternative method to make up the shortfall, the school will cancel the visit/activity.

Policy Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and/or Governing Body.

Definitions

Community Facilities - activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision - provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings - letting to an organisation other than the school

Remission - where a charge is not payable, either in full or in part

Sinking Fund - a reserve put aside over a number of years to pay for major maintenance or renewal costs

Prohibition of Charges

The Governing Body of the School recognise that the 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 an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- 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 the schools basic curriculum for 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 that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

Charges

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual or group tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited

- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) extra-curricular activities and school clubs
- (i) Letting of the school premises or grounds
- (j) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" provision
- (k) Charges for materials or ingredients where the pupils wish to have the finished product
- (l) Cost of transport to take part in work experience

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear (sinking fund)

Remissions

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 charges for board and lodging costs during residential school trips. The relevant support payments are:

- 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, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,190 (Financial Year 16/17).

Voluntary Contribution

Parents will be invited to make a voluntary contribution for school trips.

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge.

Eton Park Junior; A de Ferrers Trust Academy will follow DfE Guidelines to inform parents about voluntary contributions towards visits or activities.

A letter will be sent to parents giving them information about any proposed visit/activity which includes:

- Details of the visit/activity
- Dates and times
- Expected dress code
- Proposed voluntary contribution (if applicable)
- Return slip to include parental signature agreeing to the child partaking and individual consent forms as applicable
- Individual payment plans available on request
- A sympathetic timeline will always be considered

Any charge that is made for each pupil will not exceed the actual cost.

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 costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

Planning, as part of the process of budget building, is essential to developing a charging policy at Eton Park Junior; A de Ferrers Trust Academy which recognises equality of access. We will endeavour therefore to produce a programme of activities based on a clear set of priorities identified by the school.

Members of staff arranging such activities will consider:

- The projected number of children
- Cost per head
- Entry fees
- Discounts
- Transport

Such a process however, should not inhibit flexibility and the capacity of the school to take advantage of opportunities that arise during the course of the year.

Debt management

At Eton Park Junior; A de Ferrers Trust Academy, we want to ensure the level of school meals debt is kept to a minimum and support parents by not allowing an unmanageable debt to accrue. We will inform parents via the school newsletter and website of the cost of school meals as this can vary on an annual basis. If parents feel their child may be entitled to free school meals, please contact the school office for more details. This allowance is a statutory right and it is important that parents use it if you qualify. We will help you all we can with your application.

The school secretary monitors the debt levels accrued by parents. Any missed or late dinner money payments and/or breakfast club payments are recorded. Parents will be contacted by the secretary to inform them of the amount owing. A final reminder letter will be sent to parents when money is owed to the school with a deadline date from all monies to be paid.

Date of Policy approval _____

Date of Policy review _____

Policy approved _____

Chairperson

DRAFT