



Charges and Remissions 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 in the majority by the head teacher but in some cases may be considered by both the Headteacher and 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

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;

Charges

1. Approved Educational Visits During the School Day

Please refer to the voluntary contributions section at the end of this policy.

2. Arbor Transactional Charges

Arbor transactional charges will be considered by the school when the price of a trip is being calculated.

3. Board and Lodgings on Residential Visits

Charging

In the event of any residential visit being arranged by the school, parents will be asked to make a payment to cover the costs of the board and lodgings. The total money collected from each pupil will not exceed the total cost of the board and lodgings. The Governing Body will be responsible for the costs of any supply cover required.

Remissions

The Governing Body delegates to the Headteacher the discretion to support parents who suffer financial hardship. The amounts to be paid by the school and the parents are at the discretion of the Headteacher and the circumstances made known.

Children, who, or have ever been in receipt of free school meal entitlement will also be entitled to the remission of charges. Parents will need to contact the Headteacher directly.

Children in Reception, Year 1 or Year 2 who are eligible for Universal Free School Meals are not entitled to any remission of charges unless they meet the criteria set out above.

4. The Proportionate Costs for an individual Child for Activities Wholly or Mainly Outside School Hours

The Governing Body having decided that such activities are not part of the National Curriculum and as such parents are responsible for financing these activities.

5. Individual or group Tuition in the Playing of a Musical Instrument

The school does not currently offer individual group tuition or make a charge for the hire of instruments or any tuition delivered.

6. Parental Requests for Non Standard Reports

Charging

The Governing Body will levy a charge for any request made by a parent for additional written evidence of a pupil's performance, aptitude and attainment other than that contained in the Annual Pupil Report / Record of Achievement. The charge will be determined by the Governing Body who will consider the time taken by the Headteacher and other teachers to provide the data. The current charge is £30.00.

Remission

There will be no remission, the Governing Body having decided that such an application is a voluntary act by parents who will have accepted such financial implications.

7. Breakages and Replacements as a Result of Damages Caused Wilfully or Negligently by Pupils

Charging

Children and their parents will be expected to make good any damage caused by wilfulness or neglect. Each incident will be considered individually and the Headteacher will determine the cost of the damage caused. The cost and age of the item will be considered to determine the charge to be invoiced to replace / repair the damaged item.

Remission

There will be no remission, the Governing Body having decided that such incidents should have a financial implication to deter any repeat incidents.

8. Extra-Curricular Activities and School Clubs

Charging

Charges will be made for an extra-curricular activity or school club when an external provider delivers the activity before or after the school day and the school is charged for the service.

Remission

The school will not charge if specific funding has been received to provide and extra-curricular activity or school club.

9. Letting of the School Premises or Grounds

The Governing Body regards the school premises and grounds as a community asset and encourages their use. The school's delegated budget (which is provided for the education of its pupils) cannot be used to subsidise any lettings by the community or commercial organisations. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be re-imbursed to the school's budget.

The Governing Body have an in depth Lettings Policy which is available from the school office.

Charging

Hall	-	£25 per hour (excluding VAT)
School Field	-	£20 per hour (excluding VAT)

Remission

There will be no remission. The school budget cannot under any circumstances be used to subsidise any lettings.

10. Extended School Care Activities (Before & After School Care Club & Wrap Around Nursery Provision)

The Governing Body provides a Before & After School Care Club, a Holiday Care Club and a Wrap Around Care service. Charges for these services are determined by the Governing Body. Salaries and resources for these services are paid for from the payments made by parents for the services provided.

Charging for Attendance

Event	Charge
Lunchtime Session	£3.50
Additional Nursery sessions	£19.00
Breakfast Club 7.30am - 8.45am including breakfast	£7.00
After School Club 3.15pm - 4.30pm inc drink and snack	£7.00
After School Club 3.15pm - 5.30pm inc drink and snack	£12.00

Charging for Non Attendance

Event	Charge
Contracted Wrap Around Care Session (except for when a child is absent from school due to illness that requires admission into hospital)	Full fee
Before & After School Club Session (except for when a child is absent from school due to illness)	Full fee

Remission

Governors consider the Wrap Around Care and Before and After School Care Club as optional and the full cost is expected to be borne by the parent. If a specific request is made by a parent the request will be considered by the Headteacher who will determine if the parent should pay in full, pay half of the charge or in extreme circumstances and for a limited period of time receive free provision

10. Charges for Material or ingredients where Pupils Wish to have the Finished Product

There will be no charge for any finished product made in school.

Voluntary Contribution

Manor Hill First School encourages teaching and learning to extend beyond the classroom.

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

- educational visits which take place during school time
- visits to school by themed artists, e.g. Theatre companies, Roman Soldier

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay
- 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 Governing Body delegates to the Headteacher the discretion to support parents who suffer financial hardship. The amounts to be paid by the school and the parents are at the discretion of the Headteacher and the circumstances made known. The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

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