



POWELL CORDEROY SCHOOL

CHARGING AND REMISSIONS POLICY

Last reviewed: June 2015

Due for review: September 2017

Owner: Business Manager

Reviewed by: Resources

Review Status: 2 years

Powell Corderoy Primary School has decided to follow the Local Authority policy.

1. This policy statement has been drawn up in accordance with the requirements of Sections 402, 450-458 and 460 of the Education Reform Act 1996. This policy is effective from 1 April 1989 when the charging provisions of the 1988 Act came into effect.
2. Education provided by Powell Corderoy Primary School as a maintained school for its registered pupils is free of charge if it takes place wholly or mainly during school hours, school hours being those hours when a school is actually in session and not including the break in the middle of the day.

The school and LA can charge for any materials or equipment where the child's parent wishes them to own them, optional extras, music and vocal tuition in limited circumstances. Charging can be made for some activities known as 'optional extras' including the cost for providing materials, books, instruments or equipment. Any charges made should not exceed the actual cost of the optional extra equally divided by the number of pupils participating. The cost should not subsidise the cost of pupils whose parents are unwilling or unable to pay the full charge.

3. Music Tuition

The main exception to the principle of free education, which the law allows is that a charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours.

Powell Corderoy will seek advice on the charges for individual tuition and small groups tuition during and after the school day from the Senior Music Manger at Surrey County Arts as necessary.

Currently, the Authority retains the funding for music provision as a discretionary item within the scheme of financial delegation to schools. This decision will be subject to review. If delegation to individual schools were to take place in the future, it would be for the governing body of Powell Corderoy Primary School to operate a delegated budget and to determine charging and remission policies for instrumental music tuition.

4. Board and lodging on residential visits

- I. Charging

In the event of any residential visit being arranged directly by the Authority, it is the intention of this Authority normally to charge the actual cost of providing board and lodging to each participating pupil. It will be for the governing body of Powell Corderoy Primary School to determine its charging policy in relation to board and lodging on residential trips organised at school level

II. Remission

The Authority will observe the statutory requirement to remit any charges for board and lodging in the case of pupils whose parents are in receipt of income within the criteria of the Tax Credit Act 2002, where the activity is deemed to take place in school hours, or if it is out of hours but provided:

- a) to fulfil any requirements specified in the syllabus for a prescribed public examination; or
- b) specifically to fulfil statutory duties relating to the National Curriculum; or
- c) specifically to fulfil statutory duties relating to religious education.

III. The Authority reserves the right to remit some or all of the board and lodging costs of residential visits directly organised by the Authority in appropriate circumstances, for example when sponsorship or voluntary contributions enable a general reduction in charges. In such cases the criteria applied for remission will be made clear to parents and other interested parties and children will not be treated differently according to whether their parents have made a voluntary contribution.

5. Education Provided Out of School Hours

Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the national curriculum or to religious education.

I. Charging

It is the intention of this Authority normally to charge for optional extra activities directly organised by the LA. The basis for calculating the charge will be the proportionate cost where appropriate to each participating pupil for: travel costs; board and lodging; materials, books and equipment; entrance fees; insurance; non-teaching staff; staff who fall into the following categories:

- a) teaching staff engaged specifically by the LA or governors for the purpose of providing the activity;
- b) teaching staff employed by the LA or governors to provide individual instrumental music tuition; or
- c) teaching staff already employed by the LA or governors who have been engaged on a separate contract for services to provide the optional extra.

II. Remission

The Authority reserves the right to remit some or all of the charges for optional extra activities where voluntary contributions, sponsorship or other forms of subsidy permit. In such cases the criteria applied for remission will be made clear to parents and other interested parties but children will not be treated differently according to whether their parents have made a voluntary contribution.

6. Voluntary Contributions

The governing body or the LA are able to ask for voluntary contributions for the benefit of the school or any school activities

However

- The contributions must be genuinely voluntary
- It must be made clear to parents that the contribution is voluntary
- It must be made clear at the outset if an activity cannot be funded without sufficient voluntary contributions and may be cancelled if there is insufficient support
- Children will not be treated differently if the parents are unable or unwilling to pay. All children must be given an equal chance to take part.
- The school's policy for allocating places must be made clear to parents at the outset.

Schools should avoid sending colour coded messages as reminders for payments for activities into the school or other funds. Direct debit or standing order mandates should not be sent when requesting contributions.

There is no limit to the level of voluntary contributions which parents or others can make to school activities, nor is there any restriction placed on the use which can be made of such contributions, provided they are used for the purpose specified in the request for them. They could, for example, be used to subsidise pupils from low-income families, or the cost of travel for accompanying teachers.

7. Residential Visits

Schools cannot charge for:

- a. Education provided on any visit that takes place during school hours;
- b. Education on any visit that takes place outside school hours if it is part of the National Curriculum
- c. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Where a or b applies schools can charge for board or lodging, but the charge must not exceed the actual cost of the pupil. Children of parents in receipt of the prescribed benefits should be exempted from this charge. Any other costs could be met by voluntary donations.

8. Education partly during school hours

Where an activity takes place partly during and partly outside school hours there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for an activity outside school hours if it is not part of the national Curriculum.

9. Charging in kind

The cost of ingredients, materials, equipment etc needed for practical subjects such as craft or food technology, must be budgeted for or borne by the school. Parents who are willing to contribute in cash or kind however, can be encouraged to do so on a voluntary basis. The school may charge for, or require the supply of, ingredients and materials if parents have indicated in advance a wish to own the finished product, if there is one. Schools should obtain written confirmation from parents that they wish to supply or pay for materials on this basis. Pupils must not be treated differently according to whether or not materials are being provided by their parents. It should be recognised that much of the practical work in craft or food technology is of

an investigative nature and will not necessarily result in a “finished product”; however this is an essential part of the learning process.

10. Breakages and fines

There is nothing to prevent schools from asking parents to pay for the cost of replacing a broken window or defaced, damaged or lost school resources (i.e. text book, school council badge) at the discretion of the head teacher. Parents cannot, however, be taken to court for this money.

Detailed Procedures

Introduction

Powell Corderoy Primary informs parents on low incomes and in receipt of the relevant benefits that they may be entitled to full or partial remission of charges when parents are asked for contributions towards the cost of school activities that take place in school hours (e.g. school trips, music lessons, swimming lessons).

Powell Corderoy Primary receives deprivation funding within the schools budget share and with Pupil Premium, and the school considers budgeting for any shortfall in contributions to school activities or visits. Voluntary donations or unofficial school funds may be used to help.

Relevant Benefits

These have been aligned with the free school Meals criteria;

Income Support

Income based Job Seekers Allowance

Income Related Employment Support Allowance

Support under part V1 of the Immigration and Asylum Act 1999

Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (ass assumed by her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2011/12) and the guaranteed element of the State Pension Credit