



Higher Failsworth Primary School

Charging, Voluntary Contributions and Remissions Policy

2016

‘Working Together for an Education for Life.’

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Policy Reference	P02
Staff Member:	Helen Hampson
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Philosophy

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Introduction

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities. The purpose of this document is to help the Headteacher and Governing Body set out their policy on charging, remission and voluntary contributions for school activities and school visits.

Schools must ensure that they inform parents on low incomes and in receipt of the benefits listed later in this policy of the support available to them when being asked for contributions towards the cost of school visits.

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.

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 Governing Body.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges. If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent.

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 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; examination re-sit(s) if the pupil is being prepared for the re-sit(s) 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; 3 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

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

- Activities outside school hours including trips and clubs . This may be a fee for the staffing, coaching, travel or resources.
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits.
- Individual/Group Instrumental Tuition outside of that provided through the Wider Opportunities schemes. In such cases the charge will not exceed the cost of provision. Children who are looked after by the local authority who wish to have instrumental tuition are entitled to free tuition.

- Breakages

Residential Visits

A charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision. See remissions for further details.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Clothing

The uniform list provide the maximum flexibility to parents as to where they can purchase uniform items and regarding style in order for parents to obtain best value. The school also has a stock of outgrown items which parents may have free of charge. Where parents need support as part of a CAF, Child in Need Plan or Child Protection Plan the school may provide items of school uniform, including shoes, free of charge.

Fruit tuck shop

Children in Foundation Stage receive a carton of milk and a piece of fruit each day. KS2 Pupils can purchase a piece of fruit for 20p from the Fruit Tuckshop that is run by Prefects.

School Meals

School meals are provided by the Council School Meals Service. Meals can be purchased by notifying the office. The charge in 2013/14 is £2 a day. Payment should be made on the Monday for the meals for that week. Parents will receive a text reminder if meals have not been paid by the Thursday. When debts reach £25 they should be sent to the Council to be processed by their debt recovery department. The school will notify parents of that fact that unless the debt is paid within 48 hours then this process will take place and the school will not be able to continue to provide a meal for their child. Parents who believe they are entitled to free school meals should contact the council.

All children in Reception to Y2 are entitled to a free meal.

Breakfast Club

All children are entitled to attend Breakfast Club from 8.30-8.50am. This Breakfast Club is not designed to replace Child Care but to encourage and support punctuality and support working parents who need to drop off their children a little early. A charge is levied (40p per day in 2013/14) and children receive a piece of toast or a bowl of cereal and a glass of fruit juice. Milk and fresh fruit are also available.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and

pupils of parents who are unable or unwilling to contribute will not be discriminated against. **In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.**

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

- any activity which takes place during school hours; (this might include visiting theatre companies, Animal groups)

Foundation Stage

Parents are asked to contribute 50p a week to go towards the costs of items that constantly need replenishing e.g. ingredients for play dough & other messy play, making tape etc

Non-uniform days

During the year there are opportunities for children to come to school in an outfit other than their School Uniform. This might be in connection with their topic e.g. Alien Day, Roman Day. World Book day. No voluntary contribution is usually asked for this.

However, there are occasions when, as part of our Social, Moral, Spiritual and Cultural curriculum, we try and raise awareness of a charity and we ask children to wear a certain outfit and bring a voluntary contribution (usually £1) e.g. Red Nose Day, Children in Need.

We try to avoid having an entrance fee for any fair at school. In order to do this and keep overheads down we often ask parents for a voluntary contribution of an item that can be used at the fair.

The terms of any request made to parents will specify that the request is for 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; 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 responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

Remissions

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Governing Body will remit the majority of the cost of board and lodging for any residential activity (classed as an taking place within school hours). This is made clear in all correspondence in relation to these activities.

Criteria for qualification for remission are given below.

Parents/carers in receipt of

- Income Support
- Universal credit
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

In these cases a voluntary contribution can be made and as with any other trip if sufficient funds are not received then the trip may have to be cancelled.

In other circumstances the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full. The Headteacher in consultation with the Chair of Governors will make authorisation of remission.

Refunds

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the pupil's control
- The school deciding that a pupil should not take part in a trip or activity for whatever reason.

Refunds will be reduced by the amount of any non-refundable deposits made

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

Publication of Information

This policy can be found on the school's website.

Review and amendments

This policy will be reviewed annually by the GB Finance Committee who may, from time to time recommend amendments to the categories for which a charge maybe made, this will be brought to the full Governing Body for ratification. However, the Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

