

Eastchurch Church of England Primary School



Governors Charging and Remissions Policy

Date: November 2014

Review: January 2018

Premises Lettings

Governors and the Headteacher are pleased to consider any approach for letting of the school premises.

As a Voluntary Controlled Church School any final decision for outside use of the school premises on weekdays, will be made by the whole Governing Body and Headteacher or, for Sundays, by the Foundation Governors and Headteacher.

Each request for 'hiring' will be dealt with on an individual basis by the Governing Body in consultation with the Headteacher, bearing in mind the facilities, supervision required and likelihood of a reasonable return. Religious, charitable or educational organisations will be particularly considered and although the letting charge is expected to cover the overheads involved, this will be entirely at the governors' discretion.

The School Governors shall not be responsible for the loss or damage to any property whatsoever or death or injury to any person whatsoever during a letting. Hirers should provide their own insurance against their liability towards the public and their own employees in this respect. If no insurance is arranged by the Hirer (no certificate is made available to the school), the school will arrange a standard Public Liability Insurance with the school insurance agents and a make a charge of 5% of the letting fee for this.

In most cases, a refundable deposit may be required as security against damage, breakages or extra cleaning costs.

Certain functions may be more suited to use the village hall and enquiries will be directed to the Village Hall Committee although the school may allow use of the school car parking facilities at the owner's risk.

Children – School trips/days out/payment for in school activities

Introduction

Section 449-462 of the Educational Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. All education during school hours from 8.40am to 3.15pm is free. The midday break does not form part of the school day. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition by private arrangement and the transport provided for swimming lessons.

Education

School governing bodies and local authorities **cannot** charge for:

- An admission application to any maintained school;
- Education provided during school hours (including the supply of any materials, books, instruments and 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 prepared for at the school, or part of religious education. It should be noted that 'part of the National Curriculum' is not restricted to learning outside of classroom experiences that are not specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing team work skills);
- 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; and
- Examination re-sit(s) if the pupil has been prepared for the re-sit(s) at the school. However, if a child fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents/carers.

School and Local Authorities **can** charge for:

- Any materials, books, instruments, or equipment, where the child's parent/carer wishes him/her to own them;
- Optional extras (see below); and
- Music and vocal tuition, in limited circumstances.

Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments or equipment. **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 that is not 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; and
- Board and lodging for a pupil on a residential visit.

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;
- 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 a proportion of costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

It is the governors' policy to charge for additional school activities in the form of voluntary contributions from parents wherever possible. This will be made clear to the parents/carers at the outset. Owing to the other demands on the school budget it is extremely difficult to subsidise or pay fully for trips out.

The viability of some proposed visits may be solely on a financial basis as no pupil can be excluded from a visit during normal school hours. When a contribution is requested, a letter will be sent to parents/carers stating the type and nature of the visit with a breakdown of costs differentiating between travel and admission.

Parents/carers will be asked to make a voluntary contribution equal to the full amount. The letter will also state that a pupil will not be excluded from participating if a contribution is not forthcoming; however, if insufficient contributions are received then the proposed trip will be cancelled.

Optional Visits outside of the school day

The school will charge for optional, extra activities provided outside of the school day, for example football club where a trainer is bought in, theatre visit etc. Such activities are not part of the National Curriculum or religious education.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time is spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residential visits

If the school organises a residential visit that is not in school time all costs will be passed on to the parents. School staff take part in these activities voluntarily and do not get any remuneration for the time the group is away. All costs involved are explained to parents/carers prior to commitment.

If the visit is deemed to have taken place during school hours (more than 50% of the number of half days spent on the visit) a voluntary contribution equal to the full amount will be requested. If insufficient contributions are received then the proposed trip will be cancelled.

This revised charging and remissions policy will replace any existing one in the school prospectus.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for these cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits or at the Headteacher's discretion.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Eligible benefits

Income Support

Income-based job seekers allowance

Support under part IV of the Immigration and Asylum Act 1999

Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland revenue, that does not exceed £13,230).