



Charging and Remissions Policy

St Mary's Church of England (A) Primary School promotes the safeguarding and welfare of all students in its care: all policies support the "Safeguarding Policy", are fully consistent with the "Every Child Matters" agenda, and fully support the principles of equal opportunities for all.

St Mary's Church of England (A) Primary School has adapted the Staffordshire County Council Charging 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 Board of the school are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents, will be considered jointly by the Headteacher and/or Governing Board.

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 Board of the school recognises 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

In accordance with legislation charges may be made for the following:

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child for 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 clubs and after school clubs. Additional charges can be made to cover on site staff who provide first aid and collection of payments, collecting debt and office time to organise clubs e.g keeping registers and telephoning parents.
- (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 who are in receipt of Pupil Premium funding, in addition to having a free school lunch entitlement, may also be entitled to the remission of charges; for example, residential visits, schools trips, resources, enrichment days, music tuition etc. The annual Pupil Premium Statement, reflects the schools allocation of funding for that academic year - according to the needs of the child.

Voluntary Contribution

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

- a) Educational visits or visitors to school which enrich the curriculum and educational experience of the pupil

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:

- 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 Headteacher.

Appendix

Charging

The charge for hire is at the discretion of the Headteacher.

Church Use:

All church related use of the school building e.g. Showstoppers, Parish Church Council, Parish Council training and Children's Church Club, is free of charge, subject to the janitor or Headteacher not being required to lock/unlock the building. A nominal charge of £10 per hour is requested as a contribution towards heating when required.

Other Hirers:

The school will follow Staffordshire County Council guidance:

The school hall, toilets and grounds will require a £35 charge for 2 hours. Any additional hours required beyond 2 hours will be charged at £10 per hour.

For regular hire this rate can be negotiated with the Headteacher.

All hirers must show evidence of Public Liability Insurance as indicated in this policy.

Before School Club

Before School Club is open from 7.45 -8.45 am every day.

Drop off at any time from 7.45am onwards	
£4.50 fixed fee for entire session regardless of drop time.	

After school clubs

The school offers a variety of after school clubs from 3.30pm – 4.30pm. The school strives to offer clubs every night after school, however this cannot be guaranteed. Providers vary from half term to half term and group sizes vary, depending on the activity on offer. The school will ensure that in order for the club to be viable allows for the costs of providing each club as detailed below.

After School Club fee	Additional costs to be made by provider.	
<p>£4.50 per child</p> <p>If staff are attending school based meetings payment is waived. Children's Church club has no cost.</p> <p>Late collection fee (by 15 minutes) will incur a</p>	<p>Office fee for collecting payments, setting up a register, chasing nonpayment, checking DBS, contacting parents in an emergency , providing an additional onsite adult , First Aid availability, ensuring that children are handed over to parents at the end of the club if required, light and heat, use of photocopier, Interactive White Board, sound equipment, paper</p>	

£5 penalty charge.	and materials if required.	
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