

FOX WOOD SCHOOL



CHARGING AND REMISSIONS POLICY

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Adopted by the Governing body
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This Charging Policy informs staff and parents about charging for school activities. It conforms with the Department for Education Document 'Charging for School Activities 2014'

SCHOOL ACTIVITIES

At Fox Wood School we follow the basic principle that education should be free of charge if it takes place during school hours. No charge will be made for;

- Admission to school
- Education
- Resources required to National Curriculum coverage
- Public exams
- Musical tuition which is part of the national curriculum requirement

A charge can be made for some costs which are considered to be 'optional extras':

- Resources which the child's parent wishes them to own
- Education provided outside of school time that is not part of the National Curriculum
- Transport (not required to take a pupil where education is being provided)
- 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:

- 1-1 Tuition if specifically requested by Parents/carers
- Resources, books, materials, instruments in connection with the optional extras
- Non-teaching staff
- The cost or proportion of cost for teaching staff engaged specifically to provide optional extras

Parent agreement is an essential pre-requisite for the provision of optional extras where charges are to be made.

No charge can include any element of subsidy for a pupil where parents are unwilling or unable to pay the full charge.

Fox Wood School will always try to cover the cost of 'in-school hours' activities which may include drama, theatre groups, live musical or dance performances or sports coaching.

For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made either for the education or the cost of travel. Schools are permitted to charge for board and lodgings. At Fox Wood a charge will be made for board and lodgings and a request will be made for a donation to cover transport. When informing parents of a forthcoming residential opportunity we will let parents know that they are exempt from board and lodging costs if they are in receipt of any of the following:

- Income support
- 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.
- The guarantee element of State Pension Credit
- An income related and support allowance that was introduced in October 2008 schools can charge for board and lodging. Any charge will not exceed the total cost.
- Pupil Premium
- If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening. Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day)

Example: Visit during school hours

Pupils are away from Monday to Friday. This counts as 10 half days including 10 school sessions, so the visit is deemed to have taken place during school hours. (Our visit to Calvert would fall into this category – we can make a charge for board and lodging and ask for a donation to cover transport and activities paid for if no benefits are received by a family. For families in receipt of benefits, no charges can be made. We can ask for donations but must take a child, if parent is unable to unwilling to pay, using school budget to cover costs).

Transport

We do not charge for transport which takes pupils to other premises where school or local authority has arranged for pupils to be educated (eg inclusion sessions)

We will ask for a donation from parents in connection with an educational visit to a place of interest.

Voluntary Contributions

We regularly do try to include curriculum enriching activities off site such as visits to museums, galleries, swimming baths, sports competitions and other places of interest, which support and enrich the learning. Parents are asked to make a contribution to help make school funds go further. If a particular activity cannot take place without some monetary help from parents, this is explained to parents during the planning stage. No pupil will be left out of an activity because his/her parents cannot or will not make a contribution. Each child will be given an equal chance to go on a visit. However it will be clearly stated in the contribution request that if insufficient voluntary contributions are made, the visit will have to be cancelled.

Extra Curricular Clubs

A charge may be levied for participation in extra curricular activities 'outside school hours' to meet the costs of materials and or staffing as needed. This will be negotiated at the time with all relevant parties.

Letting of Premises (See also Lettings Policy)

We support community use of school's facilities. We offer minimum cost facilities for non-profit making community activities (eg. WASC and Hydro Therapy Pool) These charges are negotiated on an individual basis and are confidential to each organisation, charges are set to ensure school does not incur any additional costs as a result which may impact on the running of the school.

We may raise limited income for school from groups using the school hall and field during the day and holiday periods. Sessions booked and not used will be charged at 50% of the rate.

KEY RESPONSIBILITIES

FGB Committee

- will review and amend the Lettings Policy
- will review the charges levied to groups for the community facilities

Headteacher

- will be responsible for drafting proposals for charges
- will provide reports for the FGB

Teachers

- will ensure all draft letters to parents are correctly worded, draft letters are available from the Office Manager.

School Office Manager

- will manage the letting of school premises
- will provide effective financial administration enabling efficient budget management by the headteacher
- will maintain efficient and effective information systems

Fox Wood School Site Manager

- will manage the school premises during lettings

The Charging and Remissions policy will be reviewed two yearly and kept inline with Local Authority and Government requirements.