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# PETERS HILL PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY

### Introduction

This policy has been formulated in accordance with the Authority's guidance on: Charging for School Activities.

### 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 is 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 Governing Body.

### 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;
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- 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 will make a charge for:

- (a) board, lodging and activities on residential visits (not to exceed the costs). \* See below - Remissions
- (b) the proportionate costs for an individual child of 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 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) Before and After School Club and Holiday Club
- (j) Bank charges incurred regarding On-line payments

## Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

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- a) Income Support;
  - b) Income Based Jobseeker's Allowance;
  - c) Income-related Employment and Support Allowance
  - d) Support under part VI of the Immigration and Asylum Act 1999;
  - e) the Guarantee element of State Pension Credit
  - f) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HM Revenue & Customs) does not exceed the current year's limit.
  - g) Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
  - h) Universal Credit

## Voluntary Contributions

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

- a) educational visits where there are additional costs to the school

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 Headteacher.

Voluntary contributions will be used to:

- Meet any additional costs incurred by the school.

Date of Policy approval

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Policy approved

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Chair of Governing Body/Finance Committee

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## Appendix 1

### Charges Applicable for 2017/18

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|--|------------------------------|
| • Replacement Water bottle             | £1                           |
| • Replacement badge (eg Prefect)       | £1.20 - £2.00                |
| • Replacement Recorder                 | £2                           |
| • Replacement reading/<br>Library book | variable dependent upon cost |
| • Wilfully damaged items               | variable dependent upon cost |

### Before and After School Club

#### Breakfast Club

- £4.00 per hour including breakfast

#### After School club

- All bookings will be charged from 3pm regardless of when children come to the Club, ie if attending after school activities.
- £4.00 per hour for first child
- £3.50 per hour for subsequent children from same family
- Minimum charge of 1 hour per child
- A cancellation fee equivalent to 1 hour fee will be applied to all places booked where a cancellation is not received
- £10 per 30 mins for late collections after 6pm, increasing to £20 per 30 mins after 6.30pm. Late collection charges are per family not per child.

### Holiday Club

Currently under review

### On-line payments

Charged to cover bank charges incurred      30p per transaction

Reviewed & amended Spring 2013  
Reviewed & amended October 2013  
Reviewed & amended January 2014  
Reviewed & amended February 2015  
Reviewed & amended March 2016  
Reviewed & amended March 2017

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