

Knebworth

Primary & Nursery School



Charging and Remissions Policy

Date reviewed:

July 2018

Date of next review:

January 2019

Responsibility:

Resources Committee

Classification:

Public

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Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions 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.

Responsibilities

The Head Teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy bi-annually.

Main ECM (Every Child Matters) outcome: Enjoy and achieve.

What was consulted?

The policy has been informed by A Guide to the Law for School Governors and the DCSF guidance "Planning and Funding Extended Schools" and "Charging for School Activities" (May 2018).

Relationship to other school policies

The policy complements the school's equality policy, curriculum policy, educational visits policy, the teaching and learning policy and the Nursery and Wrap Around Care policies

Roles and responsibilities of Head Teacher, other staff and governors

The Head Teacher, staff and governors will ensure that the following apply:

1 *No charges will be made for*

- 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 the school's basic curriculum for religious education.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school, and
- Examination re-sits if the pupil is being prepared for the re-sit(s) at the school. However, if a pupil fails, without good reason, to meet any examination requirements, the fee may be recovered from the pupil's parents.
- Tuition for pupils learning to play musical instruments (or singing) 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.
- 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 school's 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 Board or Local Authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when (s)he has been prepared for that examination at the school; and
- Transport provided in connection with an educational visit.

2 *Activities for which charges may be made*

a) Activities outside school hours (School Hours being 8:55 to 15:15 Monday to Friday)

Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip, 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 two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged, parents will be notified of the policy for allocating places and for charging.

c) Music tuition

Music tuition for individuals or groups of pupils, when requested by the parent of the pupil(s).

The following is a form of words that could help to explain to parents and carers what may/may not be charged for.

Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as “optional extras”. Charges will not exceed the actual cost (per pupil) of provision.

d) Malicious Damage

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.

e) Optional Extras

- 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 (other than transport that is required to take the pupil to school or to other premises where the Local Authority/Governing Board have arranged for the pupil to be provided with education)
- board and lodging for a pupil on a residential trip
- extended day services offered to pupils, see section (f) and (g) below

(f) Nursery Charging Policy

- All three and four year old children are entitled to 15 hours free childcare.
- Charges for attending the school nursery will be in accordance with the Nursery Application Form and the Nursery Admission Policy. Charges will be displayed on the school website and available from the school office.
- Pupils cannot be admitted for 30 hours’ childcare without a valid HMRC code which has been verified by the school. If an HMRC code is not provided and a 30 hour place is required, all additional hours, exceeding 15 hrs, will be charged at £5.00 per hour.
- All additional hours will need to be booked and paid for a half-term in advance.
- Bookings and payment shall be made using Wisepay and a transaction receipt will be issued. In exceptional circumstances, payments may be made by cash or cheque and a receipt will be issued by the school office.
- No refund will be due if the child does not attend the session booked.

- Any additional hours' arrears must be cleared by the end of each half term. Failure to clear will result in the child not being admitted to Nursery in the following half term for additional hours.
- Parents who continue to send their children to the Nursery, even though they have not paid the fee for the additional hours, will receive a written warning from the school. A fine may be imposed in order to cover administrative costs.

(g) Wrap Around Care (WAC) Provision

- A current price list will be displayed on the school website and will be available from the school office.
- Any change in fees will be notified to parents/carers, giving at least one month's notice.
- All bookings and payments for WAC shall be made through and be handled by the school office.
- When booking regular sessions, fees shall be paid on Wisepay half termly and in advance. In exceptional circumstances, payment may be made by cash, cheque or with childcare vouchers from providers with whom we are registered. A receipt will be issued by the school office and this will then confirm the child's place for the half term.
- Payment for half termly fees may also be made in equal instalments by prior agreement. If paying in instalments, a £100 deposit is required to secure the booking.
- Ad hoc bookings shall be paid for in advance and will be subject to availability. Bookings will not be confirmed until payment has been made.
- At the discretion of the WAC manager, children may be admitted to the club on an emergency basis. Prompt payment of any outstanding fee is expected
- Parents/carers who are late in collecting their children will be fined a sum of £5 per child, per 15 minutes late. This is to safeguard the staffs' time.
- Parents and carers who continue to send their children to WAC, even though they have not paid their fee, will receive a written warning and a fine may be imposed.
- Any arrears must be cleared by the end of the half term. Failure to clear the debt may result in the child not being admitted thereafter.

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 cases of hardship will come through voluntary contributions, fundraising and School Fund.

Activity or item which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them.	For example, a clay model – a charge to cover the cost of the clay.	In accordance with Category A below
Charges will/may be made for music or singing tuition, provided at the request of pupil's parents.	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	In accordance with Category A below
Charges will be made for the board and lodging component of residential trips.	The charge will not exceed the actual cost	In accordance with Category A below
Charges will be made for swimming lessons when these are carried out off site.	The cost will be calculated in line with the Calculating Charges policy.	In accordance with Category A below
Charges will be made for the extended school service.	The cost, or proportion of the costs, for buildings, accommodation, teaching and non-teaching staff engaged under contracts for service purely to provide an optional extra	In accordance with the Nursery and Warp Around Care policies

3 Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the Governing Board has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge, it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A

Parents/carers in receipt of

- 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 and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules

Additional categories of parents may claim help with some costs in some circumstances.

To be decided by the Governing Board as appropriate from time to time.

4 *Additional considerations*

The Governing Board recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- we have established a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice, it will be possible to arrange to pay by instalments beyond the date of the trip
- we acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection

Arrangements for monitoring and evaluation

The Resource Committee of the Governing Board will monitor the impact of this policy by receiving, on a termly 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.