**Charging and Remissions Policy**

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| **Document Status** |
| **Date of Next Review** | Feb 25 | **Responsibility** | Finance Committee |
| **Success Criteria for review completion** |  | **Responsibility** |  *Eamonn Mohans* |
| **Date of Policy Creation***Lettings updated from School Finance Manual Information Feb 2014* | **Adapted school written model** | **Responsibility** |  *Eamonn Mohans / Emma Cornhill* |
| **Date of Policy Adoption by Governing Body** March 2024 |  **Signed**  |
| **Method of Communication (e.g Website, Noticeboard, etc)**School Website |

# 1. Aims

Our school aims to:

•            Have robust, clear processes in place for charging and remissions

•            Clearly set out the types of activity that can be charged for and when charges will be made

**2. Legislation and guidance**

# This policy takes guidance from the DFE Policy – ‘Charging for School Activities’ which has been recently revised and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the information given in “A Guide to the Law for School Governors” (Chapter 23) and reflects the terms of the Education Act 1996.

This Policy will be reviewed on an annual basis by the School’s Finance Committee and will be adjusted in line with new Government or Local Authority recommendations.

# 3. Definitions

* Charge: a fee payable for specifically defined activities
* Remission: the cancellation of a charge which would normally be payable

# 4. Roles and responsibilities

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In Fairburn CP School, responsibility for approving the charging and remissions policy and monitoring the implementation of this policy has been delegated to the Governors Policy Committee.

# 5. Where charges cannot be made

Below we set out **what schools cannot charge for**:

**5.1 Education**

* Admission applications
* 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
* A syllabus for a prescribed public examination that the pupil is being prepared for at the school
* Religious education
* Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil’s parent
* 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

**5.2**   **Transport**

* Transporting registered pupils to or from the school premises, where the local 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 he or she has been prepared for that examination at the school
* Transport provided in connection with an educational visit

**5.3**   **Residential visits**

* Education provided on any visit that takes place during school hours
* Education provided on any visit that takes place outside school hours if it is part of:
* The national curriculum
* A syllabus for a prescribed public examination that the pupil is being prepared for at the school
* Religious education
* Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

# 6. Where charges can be made

Below we set out **what schools can charge for**.

**6.1**   **Education**

* Any materials, books, instruments or equipment, where the child’s parent wishes him or her to own them
* Optional extras (see below)
* Music and vocal tuition, in limited circumstances
* Certain early years provision
* Community facilities

**6.2**   **Optional extras**

We are able to charge for activities known as ‘optional extras’. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

* Education provided outside of school time that is not part of:
	+ The national curriculum
	+ A syllabus for a prescribed public examination that the pupil is being prepared for at the school
	+ 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 has arranged for the pupil to be provided with education)
* Board and lodging for a pupil on a residential visit
* Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When 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
* The cost of buildings and accommodation
* Non-teaching staff
* Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
* The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

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.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

**6.3**   **Music tuition**

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil’s parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

* If the teaching is an essential part of the national curriculum
* If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
* For a pupil who is looked after by a local authority

**6.4**   **Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

# 7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, Fairburn Primary School is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Examples of activities where schools may ask parents for a voluntary contribution are:

* School Trips
* Transport to sporting events and transport to swimming lessons
* Food Technology, Art and DT to cover materials/ingredients for end products which pupils are able to take home

If an activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. There is no obligation for parents to make any contributions and no child will be discriminated against if their parent is unable or unwilling to pay. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will not take place.

# 8. Activities Fairburn School will charge for -

We will charge for the following activities:

**Residential Trips**

* For residential trips which are essential to the national curriculum, a charge will be levied for board and lodge only
* For residential trips which are not essential to the national curriculum, and the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip
* For residential trips which are not essential to the national curriculum, and the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodge

**Music Tuition**

Parents/families will be charged for individual music tuition and group music tuition, if the teaching is not an essential part of the National Curriculum. This is a direct arrangement between either the private music teacher or NYCC Music Service.

**Before and After School Clubs**

Here at Fairburn CP School, ‘Sunrise’ breakfast club is provided by the school. The costs for 2023-2024 are as follows

7.30am -8.45am- £6.00

8.00- 8.45am - £4.00

Our ‘Fairplay’ After school club is also provided by us, here at school. The charges are as below:

3.30pm – 4.30pm £5.00

3.30pm – 5.30pm £7.00

3.30pm- 6pm £9.50

**Damage to School Property**

In the rare event of deliberate damage to school property, parents are asked to cover the full repair costs. A full investigation is undertaken to ensure that the facts are established before requesting payment from parents. Accidental damage is not paid for.

**Lettings**

We do not currently hire the school out to outside providers. However, if this should change we would follow the NYCC Lettings Policy. The charges would be reviewed annually and would be set at a level to at least cover the cost of providing the facilities.

**Other Charges**

Fairburn CP School may levy charges for miscellaneous services up to the cost of providing such services e.g photocopying.

**Invoicing and Payment Procedures for ‘Fairplay’/ ‘Sunrise’ Clubs / Tuck shop**

Sunrise and Fairplay Clubs are available for payment via Parent Pay when your child has attended a session. A termly invoice is sent out for Tuck Shop and is payable by cash/cheque or card. Where immediate payment of the invoice may cause hardship, parents are advised to contact the Headteacher in writing as soon as possible. Parents will have a period of **four weeks** in which to pay their account. At the end of the fourth week, the school will contact the parent to remind them payment is due. They will then have a further two weeks to either pay the full amount or have a discussion with the school about how to proceed. At the **end of this two week period, late payment charges will be instigated if either no payment has been made or a discussion has not been had**. Parents will be notified of this in writing. The School will do its best to assist with payment arrangements basing individual requests on their own merit. Note: late payment may incur additional charges (see Important Note and Late Payment Charges below) and non-payment will result in the termination of the contract with immediate effect unless an individual agreement has been arranged.

Parents are requested to pay lunch money on a Friday for the previous week via Parent Pay. It can either be paid weekly, half termly or termly.

**Non Attendance or Cancellation**

There will be no refunds (full or part) for non- attendance of chargeable sessions.

**Important Note:**

Any sums payable by parents for optional extras such as unpaid extended school provision fees etc to which they have agreed in writing, or for board and lodging shall be recoverable as a civil debt and may also be subject to late payment charges.

**Late Payment Charges**:

Charges will be levied at the higher of **£5.00 or 5%** (change as necessary) of the outstanding debt, to cover associated administration costs.

**Telephone charges**

Visitors/staff wishing to make calls using the school landline will be charged at 20p per minute of call.

**Value Added Tax**

The Governors are constrained by law to apply value added tax to all transactions where appropriate.

**Photocopying Charges**

External photocopying charges are:

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| --- | --- | --- | --- | --- |
|  | **A4** | **A3** | **A2** | **A1** |
| **B/W** | 3p | 5p |  |  |
| **B/W Lazer** | 8p | 12p |  |  |
| **Colour** | 50p | 70p |  |  |
| **Folding/Stapling** | £4.00 per 100 |  |  |
| **Scanning** | £1.00 per sheet+ disc |  |  |
| **Large Format Matt** |  |  | £3.50 | £5.00 |
| **Large Format Gloss** |  |  | £6.00 | £8.00 |
| **Laminating** | 95p | £1.60 | £4.00 | £6.00 |
| **Binding** **(inc. acetate & back)** | £1.00 |  |  |  |

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| --- | --- | --- |
| **per sheet** | **A4** | **A3** |
| **Coloured Paper** | 2p | 4p |
| **White Card** | 8p | 13p |
| **Coloured Card** | 10p |  |
| **OHP** | 50p |  |
| **Acetate** | 15p |  |

|  |  |  |
| --- | --- | --- |
|  | **A4** | **A3** |
| **Coloured Paper** | 2p | 4p |
| **White Card** | 8p | 13p |
| **Coloured Card** | 10p |  |
| **OHP** | 50p |  |
| **Acetate** | 15p |  |
|  | **A4** | **A3** |
| **Ream of** **White Paper** |  |  |

**Private Telephone Calls and Faxes**

Staff and others using a School telephone or the fax machine may do so, with the prior agreement of either the Head teacher or admin assistant.

# 9. Remissions

In some circumstances we will remit, wholly or partly, any charge which would otherwise be payable in accordance with the guidelines below:

- remission of the cost of board and lodge for residential trips undertaken by pupils who are in receipt of free school meals, where the trip takes place mainly in school hours or is essential to the national curriculum.

- students eligible for pupil premium funding will receive financial help towards the cost of practical subjects, revision guides and text books, in accordance with the pupil premium policy.

- we will consider requests from parents/families for financial assistance towards the cost of curriculum based activities.

-we will refund school lunch money where a pupil has been absent due to illness providing we know by 9.30am that the child will not be attending that day.

Approved By Governors:



Signed Date: February 2024