

Springfield Infant School



Charging and Remissions Policy

Springfield is a Rights Respecting School

Article 3- The best interests of the child must be a top priority in all actions concerning children.

Article 12 – Every child has the right to say what they think in all matters.

Article 29 – Every child has the right to develop their personality, talents and abilities.

Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions, and is informed by statutory and local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure children are able to access all the provision on offer. The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

Relationship to other school policies

This policy complements the school's equal opportunities, curriculum and teaching and learning policies.

1 Admissions

No charge will be made for admission.

2 School meals

From September 2014 all children in Reception, Year 1 and Year 2 will be entitled to free school meals.

Chartwells is a company that has been appointed by the local authority to provide meals in primary schools.

3 Public examinations

No charge will be made for the entry fee if the examination is on the set list and the pupil has been prepared at the school.

Where supported by school, we will not charge parents for the entry fee if the examination is on the set list, but the pupil was not prepared for it at school.

Where supported by school, we will not charge parents the entry

fee if the examination is not on the set list, but school has arranged for the pupil to take it.

We may charge parents the examination fee if a pupil fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. This will be decided by the head teacher.

4 Activities for pupils that take place during school hours

School hours are those when school is actually in session and do not include the break in the middle of the school day. The school day for Year 2 is defined as 8.55am to 3.00pm and for Reception and Year 1 it is defined as 9.00am to 3.00pm.

No charge will be made for activities provided during school hours (with the exception of music tuition – see Section 7).

In some cases a charge will be made to cover the cost of ingredients or materials where parents/carers have confirmed in advance that they wish to own the finished product, e.g. clay model.

5 Activities for pupils that take place outside school hours (non-residential)

No charge will be made for an activity that takes place outside school hours when it is:

- a) a necessary part of the curriculum
- b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- c) part of the school's basic curriculum for religious education

Optional extras

We may charge for some other activities that take place outside school hours. The Head teacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Head teacher and the governing body.

Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.

Costs we can legally recover are as follows:

- a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- b) non-teaching staff
- c) any materials, books, instruments or equipment provided in connection with the optional extra
- d) transport to an activity outside school hours

e) the cost for teaching staff employed to provide tuition in playing a musical instrument, e.g. piano lessons, where the tuition is an optional extra.

6 Activities that take place partly during school hours either on or off site (non-residential).

Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 4.

If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 5.

7 Music tuition within school hours

No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc.).

Where we make a charge for instrumental and vocal tuition within school hours we will aim to subsidise charges for pupils on pupil premium as defined in section 11 of guidance to ensure specialist music tuition is accessible and affordable for all children.

No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc.).

We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the head teacher and the governing body and may vary depending on size of group, length of lesson and type of instrument.

8 Childcare

We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the governing body. Springfield School has its own Breakfast Club and a remission is available for all children whose parents qualify for support as defined in section 13.

9 Damage to property and breakages

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the head teacher.

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the head teacher.

10 Remissions and concessions

We will comply with legal requirements for remissions as outlined

throughout this document for pupils in receipt of free school meals and for pupils in public care, looked after pupils.

We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Head teacher. The circumstances in which concessions are applied will be reviewed regularly.

11 Voluntary contributions

Although schools cannot charge for school-time activities we may still invite parents and others to make voluntary contributions to make school funds go further. Such requests are usual for visits off-site, including our residential visit. The Friends of Springfield PTA already subsidises the cost of off-site visits for each class. Currently this subsidy is for £150 for the year for each class in school.

All letters and requests for contributions should make it clear that the contribution is voluntary.

Where we do ask for voluntary contributions children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

12 Calculating charges

When charges are made or requested for an 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.

If further funds are required, for example to help in hardship cases, this must be by voluntary contributions, general fundraising, or from the school budget share.

Parents who would qualify for support are those in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based Jobseeker's Allowance.

13. School Clubs

The principles of best value apply when the school is negotiating with providers of after school clubs that incur costs to the school and/or charges to parents.

The school currently offers one school club place each week free of charge for all pupils in receipt of pupil premium grant.

15. Arrangements for monitoring and evaluation

The Governing Body will monitor the impact of this policy by receiving a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies within the Head teacher's report.

What was consulted?

The policy has been informed by *A Guide to the Law for School Governors*.

Roles and responsibilities of headteacher, other staff, governors

The headteacher will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Statutory policies

Voluntary contributions may be sought for activities during the school day which entail additional costs, e.g. visits off-site, including residential visits.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional extra activities provided outside of the school day, for example After School Clubs. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

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. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based Jobseeker's Allowance.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

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