Mill Lodge Primary School

Charges and Remissions Policy

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Version: 11

Signed: _____

INTRODUCTION

The purpose of this document is to set out the school's policy on charging and remission for school activities and school visits.

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 policy accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms.

We will inform parents on low incomes and in receipt of the benefits of this policy of the support available to them when being asked for contributions towards the cost of school visits.

CHARGES & VOLUNTARY CONTRIBUTIONS

SCHOOL FUND CONTRIBUTIONS

From time to time pupils may take part in practical and creative elements to the curriculum where a greater proportion of consumable materials and additional resources are needed to give our children an excellent experience.
Additional financial contributions through a one off annual school fund contribution will be requested. (£20 per child or £25 per family)

School will request voluntary contributions for the following events or activities:

Swimming lessons: water and utility cost contribution
Children go swimming for at least 5 weeks is their time at Mill Lodge (everyday – approx. 25 sessions)
We suggest a voluntary contribution of £1.00 per session to cover the cost of water and utilities to have the pool onsite.
Further details will be sent out when a child enters the relevant classes.

Educational Visits (all classes)
Additional Voluntary Contributions will be asked for every planned trip.

Parents will generally be notified of trips at least 4 weeks before they occur.
If insufficient voluntary contributions are raised to fund a visit then it may be cancelled. Where there is a shortfall of less than 10% of the total costs, the Head teacher will determine whether to make up the difference from the School Fund or school budget. Where the shortfall, through inadequate or insufficient voluntary contributions, is greater than 10%, the Personnel & Finance Committee will determine whether the activity needs to be cancelled. The chair can gauge opinion via communication other than a meeting if time constraints apply.

All contributions received towards trips will made via Parent Pay. In the event of a trip being cancelled, a refund via ParentPay will be issued as reimbursement.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay.
If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.
School reserves the right to refuse a child a place on any day trip organised by the school if it is felt that his or her behaviour in the time preceding the trip is unsatisfactory. If this is the case the child will have a verbal warning (shared with the parent) from the Head teacher, followed by written notification to parents.

Residential Visits

Where Residential trips take place the full realistic costs will be passed on to all participants. Parents who can prove they are in receipt of certain benefits *may* be exempt from paying the cost of board and lodging (please refer to appendices)
It is not compulsory to participate in residential visits.

School reserves the right to refuse a child a place on any day or residential trip organised by the school if it is felt that his or her behaviour in the time preceding the trip is unsatisfactory. If this is the case the child will have a verbal warning (shared with the parent) from the Head teacher, followed by written notification to parents.

Be aware that any money already submitted to third parties is unlikely to be returned in this instance. This will be clear on communication to parents prior to payment being made.

Individual Instrumental Music Tuition
Where the school provides an 'outside' tutor, parents will be charged for the tuition. 'Outside' tuition fees may be reduced where parents receive free school meals entitlement.

Lost school equipment or books etc.
Parents may be requested to replace school equipment, books, etc. which have been lost by their child.

Breakages and damages to school buildings, furniture or property
Wilful damage to school buildings or property by a pupil may be charged to parents by the school.

Payments
School operates an e-payment system via ParentPay. Please see appendix 2.

How Legislation is applied at Mill Lodge:

Schools and local authorities **cannot** charge for:

- an admission application to any maintained school
- 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.

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras (see below); and
- Music and vocal tuition, in limited circumstances

OPTIONAL EXTRAS

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- 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 that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- 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:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must

not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

VOLUNTARY CONTRIBUTIONS

We ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.

It will also be made clear to parents that there is no obligation to make any contribution. If insufficient voluntary contributions are raised to fund a visit then it may be cancelled and this will be made clear to parents.

Where there is a shortfall of less than 10% of the total costs, the Head teacher will determine whether to make up the difference from the School Fund or school budget.

Where the shortfall, through inadequate or insufficient voluntary contributions, is greater than 10%, the Personnel &Finance Committee will determine whether the activity needs to be cancelled.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

It will be made clear to parents at the outset what the policy for allocating places on school visits will be.

SCHOOL VISITS

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours.

Non-residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential visits

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 1: Visit during school hours
Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.
Example 2: Visit outside school hours
Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

Schools **cannot** charge for:

- 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, 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; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit although a voluntary contribution may be requested

Schools **can** charge for:

- Board and lodging (the charge must not exceed the actual cost)

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal credit;
- 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 Her Majesty's Revenue and Customs) does not exceed £16040 (Financial Year 2011/12); ***This is being replaced by universal credit***
- the guarantee element of State Pension Credit; and an income related employment and support allowance that was introduced on 27 October 2008.

MUSICAL ACTIVITIES
The cost of instrumental lessons to individuals or small groups will be met by charges to parents and such charges may be subsidised from the school budget.
Charges will be set on an annual basis by the Governing Body, and should be paid termly in advance.
Parents will be expected to give a half term's notice of their child ceasing lessons, i.e. a charge will be made for that half term whether or not the child takes lessons during that period.

Parents will be expected to hire or buy their child's own instrument, though some instruments may be available on loan from the Music Service or through school.
The school actively seeks involvement in a number of musical events outside school. Where costs are incurred for transport to and from rehearsals or performance then parents may be invited to make a voluntary contribution to help the school meet such costs.

EXTRA CURRICULAR CLUBS
A charge may be levied for participation in extra-curricular activities to meet the costs of materials as needed.

VISITORS TO THE SCHOOL
From time to time, visitors may be invited to the school during normal school hours to perform to, or to work with the children. Where costs are incurred in making such optional extras available to the children, then parents may be invited to make a voluntary contribution to help the school meet such costs.

MATERIALS AND EQUIPMENT
Neither children nor parents can be required to supply any materials, books, instruments or other equipment for use in connection with the National Curriculum or statutory religious education taught as school.
They may, however be invited to provide particular items voluntarily, and no child is to be disadvantaged because of a parent's unwillingness or inability to contribute. Years 4 – 6 are given the option of providing their own stationary equipment although this is voluntary. Parents may be invited to make voluntary contributions towards the cost of craft and design technology materials.

TRANSPORT
Schools **cannot** charge for:

- 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; and
- Transport provided in connection with an educational visit.

LETTINGS
The lettings charges will be reviewed annually. The Governing Body may adopt a flexible approach, which could include offering reduced rates to assist new regular hirers. Any remission would require the approval of the Personnel & Finance Committee. See lettings policy.

SCHOOL SERVICES
Charges for use of the school's telephone fax and photocopier may be subject to the addition of VAT.
Appendix 2
E-Payments

All payments into school are made via ParentPay. As soon as a child joins the school the parents/carers are given information to register for a ParentPay account.

Further details of ParentPay can be obtained from the school office or via the ParentPay website.

https://www.parentpay.com/