

Richard Whittington Primary School

CHARGING AND REMISSIONS POLICY



Richard Whittington Primary School TEAM Together Everyone Achieves More	CHARGING AND REMISSIONS POLICY	Policy Number Version 1
		Issue date February 2018

CHARGING

In line with DFE guidance dated October 2014 the School Board of Governors wish to ensure that all pupils have access to all areas of the life of the school, regardless of the parent's ability to pay. No charge will be made for education which is provided wholly or mainly during school hours; it will be free. However, it is recognised that certain activities or resources, which broaden and enrich the Curriculum, cannot be provided from general funding and that on occasions, voluntary financial contributions may be requested. Furthermore, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum.

Voluntary Contributions

Parents are not asked to pay for activities during school hours however a voluntary contribution may be requested to cover the costs to the school. Where voluntary financial contributions are requested, the amount is calculated to cover the total cost deemed to fall outside the school's budget provision. The contribution must be genuinely voluntary and a pupil will not be denied participation in an event for the lack of voluntary contribution. The school does however reserve the right to cancel any activity if insufficient voluntary contributions are received.

Children of parents who are unable, or unwilling, to contribute may not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school will cancel the activity/visit. From the outset parents will be made aware of a possible cancellation to the activity/visit if insufficient voluntary contributions are received.

Additional considerations relating to voluntary parental contributions

The Board of Governors 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 information providing details of each visit in advance so that parents can plan ahead. A financial newsletter is sent on a regular basis to parents advising of all proposed contributions known to the school at a given time.

Parents/carers will be notified of residential trips at least 6 months prior to the visit taking place.

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.

If the income from an activity exceeds the costs incurred by more than 5% a pro-rata refund will be made to all parents who have contributed.

Residential Trips

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The school organises residential visits which take place in school time or mainly school time. This provides educational experiences directly related to the National Curriculum. For these visits we do make a charge to cover the cost of board and lodging but cannot charge for the educational or travel elements of the visit. We do however, ask parents for a voluntary contribution towards the costs involved. It should be noted that the participation of their child will be on the basis of parental choice and a willingness to meet the charges.

Educational Offsite Visits

We value these learning opportunities and teachers are encouraged to organise regular educational activities offsite. Where such costs, for example, coach hire and admission fees are incurred, we ask parents for a voluntary contribution towards the costs incurred.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. Whilst we make no charge for this activity, we do ask parents for a voluntary contribution towards the costs involved.

After School Clubs

We offer a wide range of after school clubs. Some of these are organised by school staff and are free of charge. Clubs provided by external providers will incur the associated costs.

Music Tuition

The school follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of the National Curriculum.

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

School Resources

These are issued free of charge however we do ask parents to cover the cost of replacements due to loss or damage to the estimated value of the item.

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**:
- part of the national curriculum;

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- part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- 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/Board of Governors have arranged for the pupil to be provided with education);
- 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;
 - the cost of buildings and accommodation;
 - 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 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.

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 pre-requisite for the provision of an optional extra where charges will be made.

OTHER ACTIVITIES CHARGED TO THIRD PARTIES

The school may charge for the hire of school facilities. Charges are reviewed annually by the Governors' Finance Committee to ensure the delegated budget is not subsidising the cost of running facilities for third party use (appendix 1). Charges are notified to hirers in advance of booking the facilities and a lettings agreement and application form are completed before use of the facilities is allowed. Users are invoiced wherever possible in advance of using the facilities and in accordance with VAT rules and regulations.

The school may request a donation to support school fundraising for the administration and distribution of promotional flyers for private businesses.

REMISSIONS

Parents on low income

We feel strongly that no child should be disadvantaged for financial reasons. Parents on low incomes are encouraged to approach the School Business Manager for financial support. Applications are treated as confidential. When an approach is made, the School Business Manager will discuss the request with the parent and determine the level of support which may be offered.

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Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the Board of Governors 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.

Additional categories of parents may claim help with some costs in certain circumstances e.g. via the school's allocation of pupil premium or at the Head's discretion.

Appendices

Appendix 1

THE RICHARD WHITTINGTON SCHOOL

Hiring / Lettings Charges

(Applicable 1st April 2016 - 31 March 2017)

Playfield

Monday - Sunday
areas

£13.20 per booking (**plus 10% insurance charge**)
VAT is chargeable if use is made of the marked out pitch

If no use is made of marked out pitch, no VAT is chargeable
(Additional £10.00 care-taking charge per hiring)

Children's Parties

Monday - Thursday

£14.50 per hour (**plus 10% insurance charge**)
(Additional £10.00 care-taking charge per hiring)

Friday - Sunday

£15.50 per hour (**plus 10% insurance charge**)
(Additional £10.00 care-taking charge per hiring)

Adult Parties

Monday - Sunday

£20.60 per hour (**plus 10% insurance charge**)
(Additional £10.00 care-taking charge per hiring)

Charity Hirings

Monday - Sunday

£9.30 per hour (**plus 10% insurance charge**)
(Additional £10.00 care-taking charge per hiring)

Commercial Hirings

£25.00 per hour (plus 10% insurance charge)

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The facilities are usually only hired to children, currently attending the Richard Whittington School, parents / carers of those children and staff employed by the school. All individual requests will be considered.

Charges to be reviewed Spring Term 2016

Lettings and Hiring of the School Premises

The Governing Body has agreed to levy a £50.00 deposit for all lettings (adult and children related events).

The deposit is usually refundable. However, in the event of damage to the school property and fabric of the building, the full deposit will not be returned and a percentage (between 10% and 100%) retained for repairs, maintenance and additional cleaning of the toilets arising from the letting/hiring.

During all lettings/hirings, parents and other adults are asked to ensure that **no** children are allowed to play in the toilets during the letting/hiring.

Viewed by the

Finance, Personnel and Premises Committee

Signed Chair

Noted by the Governing Body

Signed Chair of Governors

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