



# New Road Primary School

## Charging & Remissions Policy 2014-15

The aim of this policy is to clarify procedures within new Road Primary School ['the school']. This policy complies with the Education Act 1966 (Section 451), hereafter referred to as "The Act".

### 1 The Legal Position

- 1.1 Schools may invite, but not require, parents to make voluntary contributions to the school's activities in order to enhance what is otherwise provided e.g. school visits or journeys.
- 1.2 Charges may be made for the cost of activities provided outside school hours except where the activity is specifically required by external examination syllabus or national curriculum legislation.
- 1.3 Schools are prohibited from charging for any activity undertaken within normal school hours except for board and lodging on residential courses.

### 2 Activities Partly During School Hours

#### 2.1 *Non-residential Activities*

If 50% or more of the period spent on the activity occurs during school hours then the activity is deemed to take place in school time.

Where less than 50% of the period spent on the activity falls during school hours then the activity is deemed to take place outside school hours and may therefore be considered an 'optional extra'.

In calculation:

- Travel time can be counted only if the travel itself occurs during school hours.
- School hours do not include the mid-day break.

#### 2.2 *Residential Visits*

For residential visits the calculation is based on the number of half-days taken up by the activity, including travel, relative to the number of school sessions the participant would have attended if the activity had not taken place.

In calculation:

- A school day must be divided into two sessions.
- A 'half-day' means any period of 12 hours ending with noon or midnight.
- Where 6 or more hours of a half-day are spent on the visit then the whole half-day counts.
- Where half or more of the school session is spent on the visit then all of the session counts.

If the number of school sessions missed by the participant is less than 50% of the number of half-days taken up by the activity then the visit is deemed to take place outside school hours.

If the number of school sessions is 50% or more of the number of half-days then the visit is deemed to take place during school hours.

### **3 Voluntary Contributions**

- 3.1 When seeking voluntary contributions schools must make parents aware that:
- There is no obligation to contribute.
  - That pupils will not be treated differently according to whether or not their parents have made a contribution.

- 3.2 In consequence schools are permitted and are strongly advised to:
- Indicate the level of contribution required for the activity to take place.
  - Consider that such contribution may include, for example, an element to cover the participation by pupils from low-income families or the cost of travel for accompanying teachers.

Indicate that the activity may not take place if parents are reluctant to support it.

- 3.3 Although schools cannot charge for school-time activities, they may still invite parents and others to make voluntary contributions (in cash or in kind) to make school funds go further. All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary. Governing bodies should also make it clear that children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents, that should be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled. The essential point is that no pupil may be left out of an activity because his or her parents cannot or will not make a contribution of any kind. The school must first decide which class or group of pupils is to benefit from the activity and then look for voluntary contributions, either for that activity or by general fund-raising.

- 3.4 Voluntary contributions of up to 100% of the total cost of an educational activity or visit may be requested. This is calculated by the total cost of the visit being divided by the number of pupil participants.

- 3.6 If the total financial support, both voluntary contributions and other funds, fails to cover the total cost of the activity, the governors reserve the right to cancel the activity/visit. In such cases voluntary contributions will be refunded.

- 3.7 When it is necessary to charge a non-returnable deposit, often in respect of residential visits etc., such deposits are not refundable unless the school is able to re-sell the place or reclaim the deposit from the provider or travel insurance. In such cases, loss of excess is born by the parent/guardian.

- 3.8 Parents may reclaim the cost, except for any non-returnable deposit, of any charge/ voluntary contribution of a visit or activity if their child is absent at the time of the activity/visit due to ill health. In such cases confirmation of illness, through a note from the family doctor may be necessary.

- 3.9 Where the actual total cost of an activity is lower than anticipated, the surplus should be refunded to parents unless the surplus is less than £5 per child in which the case the surplus will be retained to allow the school to provide financial support to families in need for future activities.

### **4 Board and Lodging**

- 4.1 On residential visits the costs of board and lodging may be charged to pupils in all cases, (except where remissions apply), whether in school hours or not.

- 4.2 Board and lodging costs are deemed to include all elements of food and accommodation as appropriate to the particular visit.

- 4.3 Charges for board and lodging must not exceed the actual cost of its provision for the individual pupil.
- 4.4 Residential activities taking place out of school hours (see paragraphs 2 and 3 above) may include a cost element for engaging staff specifically for providing the activity and for supplying such teachers with travel, board and lodging. This can only be done by engaging staff on a simple but separate contract to provide the optional extra.

## **5 Remissions**

- 5.1 The Act requires that board and lodging costs may be paid for families who receive income support, income-based Jobseeker's Allowance, Working Families Tax Credit or Disabled Person's Tax Credit, where parents apply for such remission for any residential activity which is:
- During school hours.
  - Involving delivery of the national curriculum.
  - Required as part of a syllabus for a prescribed public examination.
- 5.2 For residential activities deemed to be optional visits, such remissions are at the discretion of schools and their Governors. In addition, support will be considered for pupils in receipt of Pupil Premium and families who might experience difficulty due to more than one family member participating in the activity or other individual circumstances. Such requests will be confidentially considered on an individual basis by the Headteacher and a governor representative.

## **6 Resources**

- 6.1 Parents will not be required to supply books, materials or other equipment for use in school hours, but parents are invited to assist with the provision of any basic items listed in the school prospectus.

## **7 Public Examinations**

- 7.1 No charges will be made for entering a pupil for a prescribed examination, nor for materials for the examination.

## **8 Breakages and Damages**

- 8.1 The Governors are entitled to require parents to pay for the cost of damage caused by the pupil's behaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced text books and resources.

## **9 Other Costs**

- 9.1 Parents may be invited to contribute voluntarily to the cost of out-of-school time transport for school teams, music groups or choirs.
- 9.2 Parents may be asked to pay for the hire of any specialist musical instrument if their child is receiving individual or small group tuition and instruments are hired through the school.

## **10 Extended School Activities**

- 10.1 The Governors may make a charge for activities before and after the school day in order to subsidise the salary of the adult leading the activity and to provide any resources necessary for that activity to take place safely.

- 10.2 Any charge will be set by the school after taking into account salary cost and the cost of resources. Charges will be set so as to allow the maximum number of children to participate in any activity. Due regard will be given to any family who receives Income Support, Jobseekers Allowance, Working Families Tax Credit or Disabled Person's Tax Credit, where parents apply for such remission.
- 10.3 External providers will set their own charges and parents will pay the external provider directly.

## **11 School Dinners**

- 11.1 The school currently contracts with Cambridgeshire Catering Services (CCS) for its catering service. CCS set the charges for school dinners provided to pupils (excluding pupils who are entitled to Free School Meals).
- 11.2 The charges for 2015-16 are:
- Pupil £2.25
  - Staff £2.70
  - Parents/Visitors £2.70
- 11.3 School dinners will be provided without charge to all pupils in reception and Key Stage 1 and to those pupils entitled to Free School Meals in Key Stage 2. Responsibility for establishing proof of entitlement is out-sourced by the school to the Cambridgeshire County Council Welfare Benefits Service to Schools.
- 11.4 School dinners must be paid for in advance. Debt recovery will follow the procedures detailed in the Cambridgeshire County Council's Financial Regulations for Schools.

Agreed by Governors .17<sup>th</sup> November 2014

Updated on 19<sup>th</sup> November 2015 – paragraph 11.2, school dinner charges