



Saxilby Church of England School

Charging and Remissions Policy 2015

Reference Points

- DfES Circular 2/89
- Education Act 1996, Sections 449-462
- The Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
- Charges for Music Tuition (England) Regulations 2007
- Section 7.5 in 'Governors' handbook: For governors in maintained schools, academies and free schools', DfE, Jan 2015
- 'Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities' – DfE, October 2014
- <https://www.gov.uk/government/publications/charging-for-school-activities>

Contact points for support in applying and reviewing this policy

For support regarding charging and educational visits/journeys, please contact:

Educational Visits Service Tel: 01522 553209

Email: evsupport@cfbt.com

For support regarding charging and music tuition, please contact:

Music Support Service 01522 553501

Principles of our Charging Policy

Education provided by Saxilby church of England Primary School will be free of charge when it takes place wholly or mainly during school hours or is required by the National Curriculum, including for example swimming lessons, or is necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education. The lunch hour is not considered to fall within school hours.

Parents may occasionally offer money to help the school provide for their child's special educational needs. In no circumstances should this be accepted.

Principles of our Remissions Policy

Section 457 of the Education Act 1996 states where a parent is in receipt of prescribed benefits or allowances, their child is entitled to free board and lodging on a residential trip.

The prescribed benefits are;

- Universal Credit in prescribed circumstances;¹
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 £16,190 (financial year 2013/14);
- Guaranteed element of State Pension Credit;
- Income related employment and support allowance that was introduced on 27 October 2008.

As a statutory minimum, we will provide for complete remission of board and lodging charges to pupils whose parents receive the prescribed benefits above when the activity is deemed to take place during school hours, or out of school hours, but is covered by the criteria set out in paragraph 19 of DfES Circular 2/89, i.e. no charge for any activity provided to:

- Fulfil any requirements specified in the syllabus for a prescribed public examination.
- Specifically fulfil statutory duties relating to the National Curriculum.
- Specifically fulfil statutory duties relating to Religious Education.

The school will use Pupil Premium to

The school will charge for the following:

Individual Instruction

- A charge will be made for individual instrumental or vocal tuition, where this is over and above the requirements of the National Curriculum and/or an approved examination syllabus, where this takes place during the school day and is subject to the parent/carer requesting the tuition. (Children in the care of the Local Authority will continue to be entitled to free tuition). Parents will pay directly for this individual instruction.

The school may pay for or subsidise individual instruction through Pupil Premium if it is part of the child's educational and wider plan who is eligible for the Pupil Premium.

Optional Extras

- A charge will be made for 'Optional extras', i.e. activities outside school time not related to statutory duties. Charges will be levied unless Governors decide otherwise. The school will fund costs arising from Governors' decisions on remissions.

Residential Trips

- A charge will be made for Board and lodging on residential visits. Charging is permitted for this element only, (other costs, such as transport etc., may be financed by voluntary contribution or from other sources). If the visit is wholly or mainly in school hours, or out of school hours, but covered by the criteria set out in paragraph 19 of DfES Circular 2/89 (see above) children whose parents are in receipt of the benefits listed above, are entitled to the remission of these charges. The cost involved will be met from the school's resources.

Voluntary Contributions by Parents

Parents may be invited to make voluntary contributions towards the cost of an activity for which a charge may be made, **but such requests must make it clear that there is no obligation to contribute. Pupils must not be treated differently according to whether or not their parents have agreed to make a voluntary contribution and parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.** See appendix A. If a trip is planned mainly within school hours, i.e. 50% or more of the trip including transport time is within school hours, parents may be invited to contribute, but **no pupil may be excluded from the trip because their parents have not contributed.** If insufficient voluntary contributions are raised to fund a visit, or we cannot fund it from some other source, then it will be cancelled and we will ensure that this is clear to parents.

Charges made to parents will not exceed the actual cost of the activity in order, for example, to raise additional funds to cover any short fall caused by parents opting not to contribute, although there is nothing to prevent other parents making a voluntary contribution over and above that cost.

Charging Parents for breakages and fines

The school may ask parents to pay a voluntary contribution towards the cost of replacing a broken window or a defaced, damaged or lost textbook etc. where this is the result of a pupil's behaviour.

Appendix A

INFORMATION TO BE PROVIDED WITH A CONTRIBUTION REQUEST

When contributions are invited to meet the cost of a proposed activity or outing, the following details are to be included in the letter of request:

The total amount the school is asking as the contribution for each child including mention that such a contribution is voluntary and not mandatory.

A breakdown of how the trip costs are calculated.

A short statement as to the educational value.

Short provisional details of the date, day and times of departure and return.

Clothing to be worn, spending money recommended (if any!) and any other administrative detail.

A shortfall in contributions will be funded from the School Fund, if funds permit.

SCHOOL FUND

The only source of non-public funds at the school's disposal is the 'school fund' administered by the Headteacher with the monies held in a private bank account. The Governing Body exercises overall supervision. Income to the school fund is derived from a variety of sources such as monetary gifts, income from parents social events, sponsored events, commission from school photographs, sale of autumn and spring plants, etc. Expenditure from the fund is for the sole benefit of pupils and is especially used for educational visits both away from and to the school.

The school fund is audited annually and signed by the Chair of Governors and Headteacher.

Sale of School Milk for Over 5's

Parents are able to order milk for their child.

Milk orders should be placed at the main office no later than 9 a.m. on the Friday before the milk is required.

Sale of Hot School Dinners

Hot school meals are available and can be order through Cygent Catering. Furtehr details are aviallbel from the school office.

Kids Club

Parents can book a place in the Kids Club and this is provided by an external provider. Furtehr details are aviallbel from the school office.

Sale of drinking water bottles

(purchases and income managed through School Fund)

Water bottles can be purchased from the school office