



Chadsmead Primary Academy

Charging and Remissions Policy

Version Control

12.5.15 Updated wording regarding voluntary contributions and Headteacher's discretion levels.

12.5.16 Revised letting charges.

12.7.17 Additional information added re Early Years 15 hours' provision

Adopted	18/05/2016
Signed by	Chair of Governing Body, I Chisholm
Review Date	May 2018
Publication	H Drive

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the Academy are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and Governing Body.

Definitions

Community Facilities – activities which the governors do not feel is of direct educational benefit to pupils at the school

Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the school

Remission – where a charge is not payable, either in full or in part

Prohibition of Charges

The Governing Body of the Academy recognise that the legislation prohibits charges for the following:

- 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 an essential part of the National Curriculum;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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 the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;

- 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;
- transport provided in connection with an educational trip

Charges

Board and lodging on residential visits not to exceed the costs specified by the County Council's Outdoor Education Centres.

Where an individual child engages in activities wholly or mainly outside school hours (sports clubs) a small charge will be made towards the costs for:

- (i) travel
- (ii) materials and equipment
- (iii) entrance fees
- (iv) insurance costs

Music rates will be determined annually by the Music Service Level Agreement charges. 2016/2017 charges were £150 per year for small group tuition and £50 for whole class tuition. 2017/2018 charges will remain the same.

Wherever a charge is made or a contribution requested, the amount will not exceed the anticipated actual cost of the activity taking into account the number of children (including known remissions), costs per head, transportation costs, entry fees, etc.

Breakages and replacements as a result of damages caused wilfully or negligently by pupils.

Extra-curricular activities and school club charges vary according to the activity with some being offered free due to external funding.

Extended school care activities such as after school club provision are currently run by an external provider, who determines their own charges.

Occasionally charges are made to cover the cost of materials or ingredients where the pupils wish to have the finished products.

We give consideration to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;

- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;

Any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary.

Lettings

Rates effective from 1st September of each year

Full Rate: General public - Use not connected with school or youth group and one-off activities e.g. concerts, jumble sales, keep fit.

Concessional Rate: Use connected with school or youth groups on a regular basis e.g. pupils' sporting activities, arts and music activities, etc.

	FULL RATE (per hour)	CONCESSIONAL RATE (per hour)
HALL	£27.50	£22
CLASSROOM	£22	£19.80
ICT SUITE	£29.70	£27.50
FIELD	£29.70 - flat rate	£24.20 - flat rate

The charge covers the cost, including:

- Services (heat & light)
- Staffing (security, caretaking & cleaning)
- Administration
- Wear & tear

The Headteacher has authority from the Governors to use discretion as to the charging rates for the following:

- Activities which provide extended opportunities to our pupils.

Remissions

Pupils whose parents/carers are in receipt of certain benefits which may entitle them to free school meals will be entitled to a 50% reduction for board and lodging costs during residential school trips and a 50% reduction for small group music lessons.

Parent / Carer Contribution

Chadsmead Primary Academy is committed to offering a broad and rich curriculum. We believe that activities such as educational visits or expert visitors are an important way of bringing learning to life. Without parent/carer contributions we would not be able to offer such a range of experiences. We feel that the contributions offer parents/carers a cost effective solution for improving and enriching their child's knowledge and understanding of the world.

Parents will be requested to make a contribution for the following:

- Educational visits
- Visiting experts and theatrical performances
- Materials outside of the normal curriculum

Pupils whose parents/ carers are in receipt of certain benefits which makes them eligible for free school meals will be entitled to a 50% reduction in the contribution.

Children receiving Universal Infant Free School Meals do not automatically qualify for the reduced rate.

Advance notice will be given of any contributions and these are to be paid via Parent Pay. The Parent Pay facility allows payments to be made in instalments to enable parents/ carers to spread the costs. Any cases of hardship where a contribution is difficult will be dealt with on an individual basis by the Headteacher.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

Records

Lettings shall be recorded in Appendix 1 and be reviewed by governors on an annual basis.

Early Years' Provision

Additional Hours and Charges September 2017

Children eligible for 15 hours provision:

Option 1 - Remaining in school for lunch (11.55am – 1.15pm)

- £4 per session with own packed lunch
- £6.52 per session with school provided sandwich bag

Option 2 - Remaining in school until 3.15pm

£12 per afternoon with own packed lunch

£14.52 per afternoon with school provided sandwich bag

Children eligible for 30 hours provision:

Children will be required to bring their own packed lunch or order a sandwich bag for £2.52 per day

Option to stay until 3.15pm on Friday only - £6

Date	Name	Organisation	Facility	Purpose	Frequency	Charge	Discretion Y/N
Ongoing	Yolande Barbe	Le Jolie Ronde	Library	French Club	Weekly Tue & Weds	£5.50 per session	Y
School Holidays	Adam Shakesheave	Progressive Sports	KS 1 & 2 Hall, Classroom, playground, field.	Holiday Club	As booked during holidays	£55 per day	Y
Term-time	Jo Edwards	Jozone	KS1 Hall and Green Room	Before and After School Care Club	Daily in Term time	£5.50 per hour	Y
From Feb 15	Lesley Higginbotham	Total Stars	KS2 Hall	Children's Theatre Group	Weekly every Saturday 44 weeks per year	£44 per 2 hrs (£22 per hour)	Y
From March 16	Glen Phillips	ASC Karate	KS2 Hall	Karate	Weekly Mon	£22 per session	Y