**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.

Adopted 18/05/2016

Signed by Chair of Governing Body, A Evans

Review Date May 2017 by Finance & General Purposes Committee

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**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. 2015/2016 charges were £150 per year for small group tuition and £50 for whole class tuition.

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** **CONCESSIONAL RATE**

(per hour) (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.

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| **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** |
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