



# Charging and Remissions Policy

Next review date February 2019



## **Values Statement**

The Howard School is proud of its Christian ethos and values. Our pupils are proud to be responsible, thoughtful and motivated people who strive to do their best.

As a Church of England school, the leadership, its teaching and the experiences it offers, will be underpinned and rooted in our Christian values, and in particular friendship, compassion, forgiveness and trust.

This policy takes guidance from the DFE Policy – ‘Charging for School Activities’ and Local Authority guidance. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

This guidance complements the information given in “A Guide to the Law for School Governors” (Chapter 23) and reflects the terms of the Education Act 1996. This Policy will be reviewed on an annual basis by the School’s Finance Committee and will be adjusted in line with new Government or Local Authority recommendations. It sets out the School’s position on charges, remissions and lettings.

## **Statement of Intent**

The Governors are committed to a free and comprehensive education which ensures equality of access and opportunity to all pupils.

No charges for school activities shall be made except as specified in this policy.

No charge will be made in respect of admission to the school.

No charge will be made for activities which take place wholly or mainly during school hours, except in the case of individual music tuition.

No charge will be made for entering a pupil for any prescribed public examination for which the pupil has been prepared by the school.

## **Activities where a charge will be made:**

### **Educational Visits - Voluntary Contributions**

The law only allows charges for educational visits where less than 50% of the visit takes place in school hours and the visit is NOT provided to meet the syllabus requirements of a “prescribed” public examination or specifically to fulfil statutory duties relating to the National Curriculum or Religious Education.

The governing body will make a charge for educational visits, where the law allows it. (In practice, these visits will be those taking place in the evening, at weekends, or in holidays).

To support some activities e.g. trips, visitors ...parents may be asked for voluntary contributions. If an activity cannot proceed without the benefit of such contributions parents will be told at the outset.

Where an activity is counted as wholly during the school day, no child will be excluded because his/her parents are unwilling/unable to pay a voluntary contribution. However the activity itself may have to be cancelled if it does not receive enough monetary support from parents. The one exception to this is the residential (see below).

Any amount requested will not exceed the actual cost of providing the activity, divided by the number of pupils willing to participate. The charge will not take into account the cost of staff already employed by the school.

The only possible refund will be for children who are absent on the day of the educational visit. This will be a portion of a voluntary contribution that has not been calculated by sharing costs equally i.e. it has not been arrived at by dividing a total cost by the number of children, individual ticket cost to enter a site could be refunded. This portion will be refunded as long as the rules of the establishment being visited allow for this to happen.

With regard to small cohorts the school may help to reduce voluntary contributions by contributing to shared costs. This will be at the discretion of the Headteacher and will only be with regard to the cost of those aspects of the trip which are shared.

***Pupil Premium children will have educational visits paid for.***

### **Residential Visits**

The Governors hope that all Year 5 & 6 pupils will be able to take part in the school residential.

Parents will be charged for the cost of board and lodgings and will be asked to make a voluntary contribution towards the cost of activities. Children whose parents are unable or unwilling to meet these costs will unfortunately not be able to attend the residential. Unless they are Pupil Premium children where residential visits will be funded by 50%.

Deposits for residential visits **will not** be refunded if you decided your child/ren can no longer attend.

### **After School Activities and Extended Services**

School will charge attendance for activity clubs to cover the cost of resources, cost may alter depending on what activity is on offer.

#### **Extended Schools:**

Breakfast Club 7.30am – 8.50am  
£3.50 per session school aged child  
£6.00 per session nursery child

Families with one child in nursery and one in school and book in every day for Breakfast Club will be entitled to sibling discount. Nursery child to be charged at the same rate as school child of £3.50 per session.

After School Club 3.15pm – 6pm  
£10.00 per session school aged child  
£12.00 per session nursery child

First hour only for after school club 3.15 – 4.15pm £5.00 any family who picks after 4.15pm will be charged for the full session.

Please see terms and conditions for more information.

### **After School Activities**

These charges will differ depending on the activity, the charge should cover the cost of providing the activity/resources needed. If children need to attend after school club after the activity club parents/carers will only be charged for the after school club session.

### **Nursery Provision**

The school will allow parents to purchase sessions during the following hours;

8:45am – 11:45am and 12:30pm – 3:30pm

A parent will only be allowed to purchase hours once the universal entitlement of 15 hours has been allocated and any extended entitlement hours (where a school offers these) have been allocated.

Sessions/Hours will be allocated on a first come basis and no guarantee can be made that a parent will receive the days or session times they request.

Charges:

A 3 hour session will cost £12.24 (hourly rate of £4.08)

The school will charge for food/lunches at £2.00. A parent can be given the option of bringing a packed lunch.

Visits/Trips will be charged based on the cost of the trip.

Invoices:

Parents will receive an invoice for the sessions/hours a month in advance and will be expected to pay this by the due date. See school/academy payment methods, Childcare Vouchers or Tax-Free Childcare can be used to pay for these sessions/hours.

Charges will still be applicable should your child be absent for whatever reason.

Ad hoc sessions maybe booked and will become payable at the time of booking.

The school will request a deposit of £50.00 for an extended hours place. This will be refunded as part of the first invoice once a child has taken up their place. Failure to take up the additional hours booked will mean the deposit becomes non-refundable.

Availability:

The school will allocate places based on Early Years Admissions Policy any ad hoc sessions will only be allowed where space is available.

## **School Property**

The Governors reserve the right to charge parents if they or their child are found to be responsible for the wilful destruction of school property.

## **Payment Conditions**

Where a family has a school dinner debts of £40 the parents will be asked to provide their child/ren with a packed lunch until the amount is paid in full.

Extended Services – where the debt is a full term, the balance/debt will be sent to WMDC for the debt team. The child/ren will not be able to attend these services until the debt is paid in full, or arrangements have been agreed by WMDC or the Governing Body.

Nursery Provision – extended hours where the debt is a full term, the balance/debt will be sent to WMDC for the debt team. The child/ren will not be able to attend these services until the debt is paid in full, or arrangements have been agreed by WMDC or the Governing Body.

## **Activities where no Charge will be made**

### **Music**

Parents may be charged for individual instrumental music lessons or for lessons to a group of individuals up to and including four pupils unless such tuition is part of the syllabus for a prescribed public examination or is required by the National Curriculum.

For most instruments the charge is managed by the Wakefield Music Service, but for some instruments it is managed by a specialist provider.

The governors may make arrangements to ensure that pupils who are eligible for free school meals are not excluded from the possibility of such tuition.

### **Games and Swimming**

No charge will be made towards the transport costs of games and swimming which take place during the school day.

### ***(Free School Meals & Pupil Premium Criteria)***

This support will manifest itself as described below.

- After School Activity Clubs: The school will pay 50% of the cost of any club for which there is a charge, up to a maximum of £30 per annum.
- School Trips: Pupil Premium children will have educational visits paid for.
- Residential: The school will pay 50% of the charge for Board & Lodgings:
- Music Tuition: Children on Free School Meals receive music tuition from the Wakefield Music Service for free.

