



# Charging & Remissions Policy

## Petersfield Church of England (Aided) Primary School

Version	Update Nov 18
Policy Type	Resources
Discussed by staff	Jan 2020
Approved by the Headteachers	Jan 2020
Adopted by the FGB	Resources Committee 21 <sup>st</sup> January 2020
Next Review	2021

### Introduction

This charging policy has been compiled in line with DfES requirements and in accordance with Sections 449-462 of the Education Act, 1996.

### Education During School Hours

No charge can be made for admitting pupils to maintained schools. Education provided during school hours must be free. This includes materials, equipment, and transport provided in school hours by the Local Authority (LA) or by the school to carry pupils between the school and an activity. "School hours" are those when the school is actually in session and do not include the break in the middle of the school day.

**A charge may** be levied for optional extras, which include:

- Education provided outside of school time that is not:
  - a) Part of the National Curriculum.
  - b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  - c) Part of religious education.
- Board and lodging for a pupil on a residential visit, except to parents in receipt of certain benefits.
- Extended day services offered to pupils (e.g. activity clubs).

### Educational Visits

Day Visits - No charge will be levied in respect of day visits that take place during school hours or are part of the curriculum.

Residential visits - For residential visits which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging, except to parents in receipt of certain benefits.

### Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it

will be cancelled. For residential visits, the total amount needed to cover the cost must be received by specified deadline in order for the visit to go ahead.

### **Examination Entries**

A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

A charge will be levied where the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered but the pupil's parent/guardian wishes the pupil to be entered. In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.

A charge may be levied for pupils re-sitting an examination.

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

The charges levied for exam entries above will be the cost of the examination entry, plus any applicable centre charges.

### **Materials & Textbooks**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and may levy a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

### **Music Tuition**

The school levies charges in respect of individual music tuition, and group music tuition, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. A discount may be offered to pupils whose families are entitled to the Pupil Premium. For peripatetic teachers, organisation and contracts for individual music lessons are sent out in the summer term for the following academic year by the teacher who is paid directly by parents.

### **Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. The Puffins out of School Hours Club runs independently of the school as a cost centre and promotes clubs within its remit.

If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

## **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## **Puffins**

The school runs a non-profit making out of school hours and holiday club for which charges are made. Puffins must be self-sufficient and cannot use school funds to cover childcare costs. We combine an annual fee and a session fee to cover our running costs including staffing, food, resources, utilities and management costs.

- Annual family Registration Fee of £30
- A 'per session' payment for pupil bookings
  - Breakfast Club opens at 7.45am and there is a flat rate charge of £7.50 per session.
  - After School Club start at 3.15 and there is a flat rate charge of £10.50 per session.
- An additional charge of £3 per session is made for adhoc bookings that are made after the Thursday of the week before the required session.
  - Following review at the Resources Committee (Jan 2020) governors acknowledge that parents are regularly returning booking forms in advance of the half term and that adhoc sessions booked at the last minute are usually due to genuine emergencies, traffic etc. Therefore, at the present time we do not intent to enforce the additional £3 charge for adhoc booking made at short notice. However, we reserve the right to enforce this at any time if warranted again.
- A fee of £10.00 is charged for every half hour, or part thereof, a child is in Puffins after the closing time of 6pm.
- Additional information:
  - Families will be invoiced monthly in arrears.
  - The registration fee will not be charged for occasional, emergency, adhoc bookings (up to 3 per half term).
  - A sibling discount of 10% will be applied if relevant to sessions, and only one annual fee per family is requested
  - Payment is due within 14 days of the invoice. If payment is not made within 14 days an additional charge of £5 is made. If payment is not made within a further 7 days another charge of £10 will be levied.
  - Charges will be set by the Resources Committee each year and will reflect the cost of running Puffins incurred by the school.

## **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Resources Committee. A separate Lettings Policy is available.

## **Other charges**

The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. to cover photocopying costs for providing a copy of an OFSTED report.

## **Remissions Policy**

The Headteacher, Resources Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

The FOPS has established a Social Inclusion fund to ensure that all children can take part in school activities where financial contributions are requested, regardless of ability to pay. The headteacher will decide when to access the fund to offer assistance to families at her discretion.