



Oundle Church of England Primary School

Charging & Remissions Policy

Agreed by (Committee/FGB):	Resources Committee
Review date:	January 2018
Review period:	Annually
Next review date:	January 2019

OUNDLE CE PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY

It is a requirement that the Governing Body of a school has in place a charging policy. This may be more or less generous than the LA policy but must meet the requirements of the law.

The purpose of the policy for Oundle CE Primary School (OPS) is to make clear under which circumstances a charge will be made to parents. Unfortunately the law on this matter is complex and the rules about when a charge can be made are far from simple. In addition it is very important that the policy does not create a situation where fewer activities take place.

The Governors have therefore tried to balance the need for a policy to be clear and accessible but also workable in the wide variety of circumstances that are met in the Schools.

General Principle:

In general no charge will be made for any aspect of education, including books, materials and equipment, provided wholly or mainly during school hours. However a charge may be made for activities fitting the exceptions listed below. See attached Appendix for actual charges.

Voluntary Contributions:

Where the Schools cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the Schools, the Schools may request or invite parents to make a contribution towards the cost of an 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 may be cancelled.

The school provides an Enrichment Programme Payment Scheme which parents buy into at an annual cost (payable annually, termly, monthly or per activity according to parental choice). The annual cost is reviewed each year by the Resources Committee depending on costs of trips in the previous year and those planned in the subsequent year. Parents who feel they may be eligible for assistance with payment are encouraged to discuss this with the school in confidence.

Equipment, Materials, Clothing:

Equipment excludes clothing, including PE kit which must be provided by parents, with the exception of essential protective clothing/equipment such as safety goggles.

A fee can be charged for (or parents required to supply) ingredients and materials in areas such as technology that are to be used by a pupil to create his or her own article in a practical lesson. Any subject area can charge for materials, or require the materials to be provided as long as:

- i. The item is to belong to the pupil
- ii. It can be taken away by him or her, and
- iii. The parents have indicated in advance a wish for their child to own the product

Instrumental and Vocal Tuition:

A charge may be made for instrumental tuition taking place either during or out of school hours. A charge may be made for instrumental music tuition for up to and including a group of four pupils unless the tuition is part of the requirements of the national curriculum or the syllabus of a prescribed public examination, in which case it must be provided free of charge.

The pupil's parents must be informed beforehand and their agreement must be obtained before tuition is provided. The contract term of the tuition must be explicitly stated thus gaining parental agreement to pay the cost for the whole period of the contract term, even if their child opts to cease tuition.

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 made 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.

Optional extras (including school visits):

Parents may be invited to make a voluntary contribution for an activity that takes place wholly in school time. Because the activity is optional, parents have a right to choose whether their children should participate or not. Parents cannot be required to do so, nor be required to pay the charges – they must be willing to pay the charge. However it must also be pointed out that the activity may not go ahead without voluntary contributions.

Care needs to be taken when assessing the cost of the activity/visit as some would be unsustainable as they have low basic cost but potentially very high supply cost. *Supply costs must be included in the budget for the trip only if there will be a need for the school to have supply cover. In all cases a statement of activity costs must be drawn up at the organisational stage of the trip (as per instructions on running school trips).*

The charge levied by the school cannot exceed the actual cost of the trip. Any surplus left over £10 per student will be refunded. Surpluses under £10 per student will be transferred to a "Student Welfare" account which will be used to support students in financial difficulties.

Educational activities that take place wholly or mainly outside of school hours will be considered optional extras and as such may be charged.

The cost of optional extras can include an appropriate element for:

- Travel
- Board and lodging
- Materials, books, instruments, and other equipment
- Support staff costs
- Entrance fees
- Insurance
- Supply costs

The costs **cannot** include the cost of accompanying teaching staff, or teachers who have been involved in the organisation of the activity, unless engaged specifically to provide the activity (e.g. tennis coach)

Residential Visits:

A charge can be made for the board and lodging costs of residential visits. The charge must not exceed the actual cost of providing board and lodging for that particular pupil. For example, if different nightly rates are applied by a hotel or hostel to pupils of different ages, the total charge for the party should not be averaged out. Those for whom the charge is greater should pay the larger (correct) amount for them.

Parents are given the option to pay in instalments.

Activities Partly during School Hours:

Many school activities take place neither wholly inside, nor wholly outside school hours, but partly in both. In order to determine the classification, the 50% rule is applied:

- **Non-Residential Activities:** If 50% or more is spent on an activity in school time (includes travelling time, excludes mid-day breaks) the whole activity is deemed to be inside school time
- **Residential Activities:** The number of half-days are counted. A half-day is any 12-hour period ending noon or midnight. If the number of days and half-days spent on the activity (including travelling time) is greater than the number of school sessions (am and pm sessions) that a pupil would spend on a normal school day, the activity is deemed to take place outside school hours and vice-versa.

Transport:

Parents may be required to meet the cost of transport from/to home to/from an activity sanctioned but not provided by the school.

Activities arranged by Third Parties in school hours

A 'Third Party' is somebody other than the school. A Third Party who arranges an activity during school hours may make a charge for their services to the parents of the students who are released to participate.

Minibus use:

The Finance Team will calculate a set fee per mile based on the costs of running the school minibuses. This will be reviewed in April of

each year. A logbook of use is kept and recharged where applicable each month by the school.

Recharges of Energy use:

Gas, water and electricity sub meters are installed in the kitchen and the school will take readings of consumption and recharge these monthly to the catering contractor at the rate invoiced by the utility companies.

Hire of School Facilities (lettings):

Charges are made in accordance with NCC guidelines although the Finance Team may negotiate lower rates depending on individual circumstances and the policy of OPS being a community school, at a charge of at least the cost of providing the facilities. See Appendix 1.

References for other Schools:

When parents apply to other schools, without moving home, a charge is made to cover the admin costs of assembling, assessment and pastoral information. The payment of this sum also ensures that parents grant us permission under data protection to divulge student data to another school. There will be a charge of £20 per reference request, thus for a pupil for whom we completed two references we will request permission to issue the references along with two fees for £20.

Lost Library Books:

There will be a blanket charge for a lost library book (library books rarely cost more than £5)

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. for providing a copy of an OFSTED report.

Remissions

The criteria for remissions is that used to determine eligibility for Free School Meals.

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

The William Walcot Foundation linked to St Peter's Church Fund may subsidise activities for children from low income families.

The Pupil Premium Grant may assist families of Ever 6 (those in receipt of free school meals at any time in the last 6 years) or Ever 3 (those classed as children from military families within the last 3 years) children or Post LAC children for costs related to narrowing the attainment gap.

Signposting for financial help is included on the Schools trip/ visiting events letters.

Signed.....
Chair of Resources Committee

Dated.....

Appendix 1**Scale of charges**

	Academic year 17-18	Academic Year 18-19
Enrichment Programme	£35 per child +/- carried forward	£35 per child +/- carried forward
Music Tuition	£68 per term for shared lessons £136 per term for individual lessons	£68 per term for shared lessons £136 per term for individual lessons
References	£20	£20
Lost library book	£5	£5

	Financial year 2017-18 Minimum Lettings Hire Charges <i>(may be reduced for non-profit organisations at the discretion of the school)</i>
Hall/Gym/Classroom	£20 first hours, £15 per hour thereafter
Additional spaces	£5 per hour
Field/Grounds	£ 15 per session up to ½ day evenings/weekends for non-profit-seeking groups £ 55 per full day for profit-seeking groups
Changing Rooms	£7.50 cleaning charge