

Endon Hall Primary School

'Learning Together and having fun'



Charges, Voluntary Contributions, Lettings & Remissions Policy

Policy in place: March 2013

Policy reviewed: March 2017

Review date: March 2018

Philosophy and Rationale

We are aware that under the Education Reform Act 1988 that no charge can be made for education in school hours and that every child has the right to receive free school education.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards children's personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum, will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents/carers when organising educational visits or activities which will enrich the curriculum and the educational experiences of children.

Aims

- To outline what the school can and cannot charge for
- To outline the school policy for voluntary contributions and remissions

Role of the Board of Governors

The Board of Governors has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents/carers;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, children and parents/carers are aware of and comply with this policy;
- monitor the effectiveness of this policy;
- annually report to the Board of Governors on the success and development of this policy

Conditions when charges cannot be made

Charges cannot be made for any books, materials, or equipment for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- part of a syllabus for an agreed examination for a pupil;
- for statutory religious education;
- for musical tuition as part of the National Curriculum;
- for education provided on any educational visit during the school day;
- for education provided on any educational visit outside school hours;
- for the cost of supply teachers substituting for absent teachers on residential visits with children;
- for the entry to public examination which is on the prescribed list;

Conditions when charges can be made

Charges can be made for any books, materials or equipment if:

- a parent/carer wishes their child to own any specific materials, books, instruments or equipment;
- a pupil fails to meet any examination requirement of a syllabus;
- property or equipment has been damaged as a result of a children's behaviour

Charging for Optional Extras

Charges may be levied for:

- optional extra activities if parents/carers are willing to accept a charge for the costs;
- an activity that takes place outside school hours;
- any activity provided they do not exceed the actual cost of the activity;
- any materials, books, instruments, equipment or tuition fees for providing education that is not part of the National Curriculum or of a syllabus of a prescribed examination or part of religious education;
- the cost of board and lodging on a residential visit;
- transport, other than that arranged by the LA, for the pupil to be provided with education
- musical tuition that is not part of the National Curriculum

The above points apply in the context of this policy and not in relation to normal school activities.

Voluntary Contributions

Endon Hall Primary School may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents/carers at the outset. We will also make it clear that there is no obligation for parents/carers to make a contribution, and notify parents/carers whether assistance is available.

No child will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If a parent/carer is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost;
- that there is no obligation on them to make voluntary contributions;
- that an educational visit or activity may be cancelled if sufficient costs are not raised via voluntary contributions;
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay

Parents/carers may be invited to make a voluntary contribution for items listed in the 'Charging for Optional Extras' section of this policy.

The terms of any request made to parents/carers will specify that the request for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents/carers:

- a) that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay; and
- b) that registered children at the school will not be treated differently according to whether or not their parents /carers have made any contribution in response to the request.

The costs of any optional extras undertaken by any child whose parents/carers are unable to pay may not be included in the charge to other children but must be funded through the delegated budget, school fund or other fundraising.

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

Music Tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the child's parent/carers.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Damaged or lost items

The school may charge parents/carers for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents/carers will not be taken to court for failure to pay such costs.

Remissions

We will remit any charge wholly or partly if any activity takes place:

- mostly within school hours or;
- partly within and partly outside school hours

Support for Parents/Carers

Endon Hall Primary School will consider supporting families in financial difficulty to send their children on visits/activities. The school's assistance funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the visit/activity may be cancelled.

Parents/carers in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

To request assistance, parents/carers should contact the Headteacher via email to headteacher@endonhall.staffs.sch.uk

Lettings

School lettings will be charged at the following rates:

- £25 per hour for the School Hall
- £15 per hour for the Field (without access to toilet facilities)
- £15 per hour for a classroom

School lettings will be agreed under the following circumstances:

- Where the individual/company requiring the letting is covered by the school's Balance of Risks Insurance Policy and agrees to sign up to it
- Where the individual/company requiring the letting is covered by their own Insurance Policy and makes it available for perusal by the school and for a copy to be retained by the school for the duration of the letting agreement
- Where the Governing Board agree to the letting arrangements
- Additional key holder fee if required
- Where suitable arrangements can be made for key holding responsibilities to be carried out

All lettings are decided on a case by case basis.

Other Charges

Telephone:

- There will be no charge for reasonable and occasional use.
- Other use to be charged at cost.
- The Headteacher or Admin Officer to be informed before use.
- Directory services should not be used unless at the callers own cost.

Photocopier:

- The charge for a single or few copies will be 5p per copy for black and 50p per copy for colour.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school's website
- meetings with parents/carers such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- communications with home such as weekly newsletters and end of half term newsletters
- reports such as annual reports to parents/carers and Headteacher reports to the Board of Governors.

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the Senior Leadership Team and the necessary recommendations for improvement will be made to the Governing Board.

Headteacher:	Miss V Lewis	Date:	15.3.2012	19.3.2014	24.02.2015	29.02.16.	27.02.2017	
Chair of Governing Board	Mrs H Sullivan Mr D Higgins	Date:	15.3.2012	19.3.2014	24.02.2015	21.03.16.	14.03.2017	