

Howard Primary School Policies

Charging & Remission Policy

Lead Governor: Lucy Matthews

Date agreed by FGB:

Introduction

This policy has been formulated in accordance with the Department of Education, guidance and advice on school charging dated 21st February 2013 which can be accessed on:

<http://www.education.gov.uk/schools/guidanceandadvice/f00213976/school-charging>

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of Howard School is responsible for determining the content of the policy and the Head Teacher for its implementation. Any determinations with respect to individual parents will be considered jointly by the Head Teacher and Governing Body.

Publication of Information

This policy will be available for viewing in the school office; it will be included in the information provided to prospective parents and will be included on the school's web site.

Prohibition of Charges

The Governing Body of Howard School recognises that the legislation prohibits charges for the following:

- an admission application to the school
- 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 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any visit that takes place during school hours;

- education provided on any visit 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 religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit;
- 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 visit.

Charges

All visits

The group leader should always ensure that parents are notified as early as possible as to:

- how much each parent will need to pay or be asked to contribute towards the cost of the visit;
- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element).

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc.

a) During Normal School Hours*

Visits which occur during school hours will be provided free of charge. However, parents may be asked to make a voluntary contribution towards the cost of the trip.

Pupils whose parents/guardians do not contribute will not be discriminated against.

b) Outside Of Normal School Hours/Optional Extras*

The Head Teacher can charge parents for board and lodging on residential visits by the children as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- falls wholly or mainly outside school hours, i.e. a residential trip during the school holidays is an optional extra.
- does not form part of the National Curriculum or the statutory requirements for religious education.

* the definition of what constitutes 'during' and 'outside' normal school hours is deemed to be in accord with the prevailing Government guidance referred to above.

The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing.

AFTER SCHOOL CLUBS

Parents wanting their child to participate in after school clubs are required to make a contribution.

INDIVIDUAL INSTRUMENTAL TUITION

Where individual tuition in the playing of a musical instrument is provided, parents are required to make a contribution so that the costs are covered in full.

INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'.

This is particularly relevant for the cost of materials/ingredients for Design and Technology.

DAMAGED, LOST OR BROKEN EQUIPMENT (REPLACEMENT)

The Governors will allow the Head Teacher to ask pupils and/or their parents to contribute towards the cost of replacement items where these were damaged, lost or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

Remissions

Governing Body of the School's process for reviewing and approving requests for grants made by parents:

- Head Teacher will identify appropriate cases of hardship and remission will be agreed in consultation with the Chair or Vice Chair of Governors.

Criteria for offering grant

- The first identifier will be in the case of pupils whose parents are in receipt of income support or family credit.
- The second identifier will be on the personal knowledge and recommendation of the class teacher/SMT.

Limits on the amount that can be provided to each pupil:

- Up to the full amount of the charge may be remitted.

Voluntary Contributions

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

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

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

Lettings

As from April 2014 the letting rate for Mulberry Bush will be £1750.00 per term. Due to building work we are unable to rent car parking spaces

To be read in conjunction with the Financial Policies & Procedures Manual in 2016

To be reviewed February 2015

Signed by:

Chair of Governors:

Date:

Head Teacher:

Date: