



Charges, Voluntary Contributions Lettings and Remissions Policy

Policy Agreed at Finance Governors Meeting on: _____

Signed by _____ **Print Name** _____

Policy Agreed at Full Governor Meeting on: _____

Signed by Chair of Governors _____ **Print Name** _____

Heswall Primary School

Charges, Voluntary Contributions and Remissions Policy

This policy has been created using the DFE publication ‘**Charging for school activities**’ Departmental advice for governing bodies, school leaders, school staff and local authorities May 2018

1. Admissions

There is no charge for admissions and no request for a voluntary payment from parents.

2.School Meals

There is no charge for children who are entitled to free school meals (FSM) or Universal Infant free school meals (UIFSM). Pupils who are not entitled to free school meals will be charged a set amount per day decided by the Governing Body. See current schedule of charges.

3.Public examinations

There is no charge for examinations that are part of the curriculum and on the school’s set examination list, where children have been prepared for examinations by the school e.g. Sats.

4.Activities that take place during school hours (this does not include the break in the middle of the day)

There is no charge for activities during school hours with the exception of music tuition (See Section 8).

There is no charge for transport during school hours to school-organised activities e.g. transport to the swimming baths for lessons.

We may charge for:

- Books and materials that the parent wishes the child to keep and the cost will be made clear to the parents before charge.
- Optional Extras (Section 5)
- Music or vocal tuition (Section 8)

5.Activities that take place outside of school hours (Non-residential)

- There is no charge for activities that take place outside of school hours when they are: part of the set curriculum, including sports matches against other schools;
- part of the syllabus for a public examination that the pupil is being prepared for by the school;
- part of the school’s basic curriculum for religious education

Optional extras

The school will charge for optional extras. Optional extras are:

- 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 pupils is being prepared for at the school;

c) part of religious education.

- Examination entry fee(s) if the registered pupil has not been prepared for the examination at the school.
- Transport that is not taking the pupils to school or to other premises where the local authority or Governing Body has arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit.
- Extended day services:
 - a) Before and after school activities
 - b) Access to Plus Club and CAPE Services

The cost of optional extras (see current charges)

The Headteacher will decide when it is necessary to charge for optional activities, and the level of charge will be set annually by the Headteacher on the recommendation of the Finance Committee.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge, (See Section 12)

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teacher engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges are made.

6. Activities that take place partly during school hours, either on or off site.

Where the majority of a non-residential activity takes place during the school hours, the charging of the activity will be the same as outlined in Section 4.

Travelling time is included in time spent of an activity

In cases where the majority of a non-residential activity takes place outside of school hours the charge does not include the cost of alternative provision for those pupils who do not wish to participate. So no charge is made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as outlined in Section 5.

7. Residential activities/visits

Our school will not charge for:

- 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 school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

Travel

Travel charges may apply when the residential activity take place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an option extra where charges are made.

Activities

The school may charge for residential activities that fall outside of school hours. (See Section 5)

8. Music tuition within school hours

Heswall Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by pupils or, the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

8. Music tuition within school hours, Heswall Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

The school will charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group

is based on sound pedagogical principles), to play a musical instrumental or to sing. The cost of these lessons will depend on the size and duration of the class, as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the pupil. This includes instruments, music books and examination fees.

Heswall Primary School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition. Therefore, charges made for music tuition within school hours may be partially remitted for pupils on free school meals. See Current charges.

There is no charge for vocal or instrumental tuition for a pupil who is looked after by a local authority (within the meaning of Section 22(1) of the Children Act 1989).

9. Extended services

Heswall Primary School is dedicated to providing a well-rounded and extensive education for our pupils that includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide high quality learning opportunities either side of the school day. Extended services incur a charge but the charge will not exceed the cost of the activity and no parent will be asked to subsidise others.

10. Damage to property and breakages

Where school property has been willfully damaged by a pupil or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges are made will be decided by the Headteacher and dependent on the situation.

11. Remissions and concessions

The school will give consideration to the remission of charges to parents or careers of:

- Children eligible for Free School Meals, pa
- Pupil Premium Children
- Children in the care of the local authority.
- Children who have a parent in the armed forces (Service Children).

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part of/all of the payment of some charges for certain activities and pupils and this will be determined by the Governing Body and Headteacher.

12. Voluntary Contributions

Heswall Primary School may ask for voluntary contributions to school to fund activities and visits that will enrich the education of our pupils.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to parents by the school. If the activity is cancelled, all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

13. Inability or unwillingness to pay

Heswall Primary School is committed to ensuring fair access and treatment of all pupils this means that no child is excluded from an activity because the parents or carers of that child are unwilling to or unable to pay. If there is insufficient funding for an activity or visit, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

This policy, charges and remissions will be reviewed on an annual basis by the Governing Body of Heswall Primary School.

CURRENT CHARGES: SEPTEMBER 2019 – AUGUST 2020

Dinner Money - Pupils

From 1st September 2018 Heswall Primary School charges an amount of £2.20 per pupil, per each school meal taken.

Milk

Milk is distributed to those children who are entitled to free milk, i.e. pupils under 5 years of age and those children who are on the Free School Meals Register.

For those who do not receive free milk, parents are able to register online through the Cool Milk website and can pay directly.

Heswall Primary Pre-School:

We accept payments from Government Funded Childcare Schemes:

- 15 Hours Free Childcare or early education for Children Aged 2 **commencing the term after they turn 2** for families in England, **receiving some forms of support**. This is for a maximum of 15 hours per week for 38 weeks per year. (up to 570 hours per year)
- 15 Hours Free Childcare or early education for Children Aged 3 and 4 **for all families in England - commencing the term after they turn 3**. This is for a maximum of 15 hours per week for 38 weeks per year. (Up to 570 hours per year).
- 30 hours Free Childcare or early education for Children Aged 3 and 4 **for working families in England commencing the term after they turn 3**. This is for a maximum of 30 hours per week for 38 weeks per year. (Up to 1,140 hours per year).

Our school also accepts Child Care Vouchers – Please advise the school office of the scheme from which your vouchers are provided.

Parents that receive funding or use child care vouchers can also pay for additional hours if available. Where payments are made directly from parents, this will be requested on a termly basis. Where there are circumstances that this cannot be done, please contact the school office immediately to discuss arrangements.

Eligibility can be checked at www.childcarechoices.gov.uk. A code can then be applied for, which we use to access the funding. These codes need refreshing every 3 months for funding to remain. Your code must be claimed well in advance of your start date or it cannot be validated. School dinner costs are not included in your take up of childcare hours agreement with this school and will be charged separately as will clubs and any requested contributions for pre-school educational visits. CAPE provision for wrap around care is not part of your school agreement.

Each three hourly session is charged at £13.50. The hourly charge is £4.50 per hour.

Staff meals:

Shirlicious School Dinner - £2.40

Staff Duty Meal - £1.00 (including VAT)

After School Clubs

After-School Clubs – {Run by School Staff} -- £2 per session approx. (Subject to cost of material resources where appropriate.

After School Clubs—{Run by External Providers} – Various

Lettings: Wrap Around Care

£7.00 per hour 1.9.18- 31.12.18

£7.28 per hour from 1st January 2019

Charges for utilising the school photocopier and school printers at the cost of the units used – (Based on current photocopying contract).

Schedule of Charges for Hiring School Premises

1st September 2019 – 31st August 2020

Use of school hall:

used for dances and public performances	£25 per hour
used for meetings	£25 per hour

Use of school premises for Garden Fete etc, £130 per occasion

Use of playing field and playgrounds:

with use of changing facilities, toilets etc.

minimum let of two hours
for £40 then £20 per hour
thereafter

where school building is not used

minimum let of two hours
for £25 then £15 per hour
thereafter

Charges to an external club provider that charges children to run an external club on the school premises.

A charge of 50p per pupil per session up to a maximum of £12 per session. This is a charge to the provider to cover the costs of cleaning and preparing the room/ facilities.

Charges to distribute leaflets from an organisation is £20.

The Governing Body are willing to negotiate a reduced rate for non-profit making community use.

Please see Appendix 1 – Guidance on letting of school premises.

Please see Appendix 2 – Application for the hire of educational premises.

Please see Appendix 3 – Conditions governing the hiring of educational premises.

Please see Appendix 4 – Invoicing the hirer.