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Revision Date:	May 17
Next due review:	May 2021



RAF BENSON COMMUNITY PRIMARY SCHOOL
POLICY DOCUMENT
Charging and Remissions Policy

Signed:		Date: 9 th May 2017	
Headteacher			
Policy has been adopted/reviewed by Governing Body:			
Signed:		Date: 9 th May 2017	
Chair of Governors/ Chair of Committee			
Committee responsible for policy review	Resources	Linked Policies	Lettings FOI Publication Scheme

At RAF Benson Community Primary School, we aim to make appropriate charges that enable and encourage the development of a wide range of enriching activities and uses of our facilities. This policy is one of the statutory policies listed by the Department for Education that schools need to have in place and publish on their website.

LEGISLATION

The legislation below is to be read/considered in conjunction with this policy:

- Education Act 1996, section 457
- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003, SI2003/381
- The School Information (England) Regulations 2008 (as amended)
- See also DfE Charging for School Activities guidance at:

<http://media.education.gov.uk/assets/files/pdf/c/charging%20for%20school%20activities.pdf>

PRINCIPLES

- To enable all pupils to participate in the whole life of the school.
- To strengthen the links between the school and its community.
- We make no charge for admissions to the school.
- We make no charge for National Curriculum and related activities in school time.
- We may ask for voluntary contributions for activities wholly or partly in school time, which otherwise would be prohibited by cost. No child is excluded from any such activity or treated differently on the basis of non-contribution. If insufficient contributions are received for the activity to be able to take place, we will advise parents accordingly.
- Support is available towards part or all the cost of an activity where there are financial difficulties – in such cases please contact the School Finance Offer.
- We support the development of all community groups use of school facilities

RELATED DOCUMENTS

Following the requirements of the Education Reform Act of 1988, no charge will be made for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at School, except where parents have indicated in advance their wish to purchase the product. Parents of pupils in receipt of prescribed benefits are entitled to a remission of charges on in-school or part in-school activities.

KEY RESPONSIBILITIES

Governors

The Governors, in consultation with the Head, are responsible for the implementation of the Charging and Remissions Policy.

Resources Committee

The committee will:

- review and amend the Charging and Remissions Policy on behalf of the Governing Body.
- review annually the charges for supplies and services
- monitor whether actual income is in line with anticipated income.

School Finance and Personnel Officer

The School Finance and Personnel Officer will:

- provide effective financial administration enabling efficient budget management.
- manage any letting of school premises.
- maintain efficient and effective information systems.

Site Manager

The school site manager will:

- manage the school premises during lettings and provide caretaking services to users.

Users

Users of the school premises will:

- abide by the terms and conditions of the booking and hiring contract.

PROCEDURES

Curriculum activities

A voluntary contribution may be requested for the benefit of the school or any school activities that are planned to enrich the curriculum in addition to the statutory provision. If the activity cannot be funded without voluntary contributions, the Headteacher will make this clear to parents at the outset. The Headteacher must also make it clear to parents that there is no obligation to make any contribution.

Off-site one-day activities

A voluntary contribution will be requested (the amount requested is intended to cover and not exceed the cost of the activity). If there are not enough voluntary contributions by the set

deadline date to cover 85% of the trip or activity, the Headteacher will review the situation and may take further action which could result in the activity is to being cancelled.

Residential study and international visits

Costs for a residential or international visit can include elements for: travel, board and lodging, materials, books, instruments, equipment, tuition, entrance fees and insurance. Each child will be charged for the cost of his/her own part of the visit. Parents who can prove they are in receipt of the following benefits will be exempt from paying the total cost of board and lodging:

- Universal Credit (UC) where applicable OR any one of:
 - ✓ Child Tax Credit, with an annual gross income into the household that is no more than £16,190, provided they are not entitled to working tax credit;
 - ✓ Income Support (IS); or
 - ✓ Income Based Jobseekers Allowance (IBJSA).
- support under part VI of the Immigration and Asylum Act 1999;
- Income-related Employment and Support Allowance;
- the guaranteed element of State Pension Credit; or
- an income related employment and support allowance that was introduced on 27 October 2008.

The deposit for residential and international trips is a non-refundable fee as places are paid for and secured in advance. The only exception to this is if a family is posted after booking and prior the trip taking place and can provide evidence of this.

Instrumental teaching

The cost of instrumental lessons to individuals or small groups will be met through a combination of subsidy from the school's budget and charges to parents. Charges are set on an annual basis and paid in advance subject to the peripatetic policy from the company used for individual music lessons. Parents will be expected to hire or buy their child's own instrument. Some instruments may be available for loan from Oxfordshire Music Service or the company providing tuition.

Extra-curricular Clubs

Run by school staff

A charge may be levied for participation in extra curricular activities to meet the costs of materials as needed.

Run by outside agencies

The school will endeavour to select outside agencies that offer best value. Where clubs are run by outside agencies a cost will usually apply. In most cases this payment will be made direct to the agency involved. (It is recommended that payments are made direct to the agency. However, if payment is brought into school we would ask that parents bring cheques directly to the school office where they will be held overnight in the school safe.

The school does not keep a record of payments for external clubs and cannot be held responsible for any payments that are not handed directly into the office. (Cheques or any electronic payment options offered are always recommended rather than cash.)

Damaged property

Parents are asked to replace damaged or lost school property caused wilfully or negligently by their child such as library books, classroom resources or damage to another child's property.

Letting of premises

Any charges are set by the Resources Committee with regard to the cost of the services provided and comparable local facilities. The Governing Body may, at their discretion, reduce charges for non-profit making organisations. The conditions of hiring and booking are laid down in the contract. (For further details on lettings charges please see Letting Policy which is available on the website or from the school office.)

Charges for services

Details of charges for photocopier, telephone and fax facilities are available from the school office.

Freedom of Information Act Information Requests

Charges may be made for Freedom of Information requests as detailed in the school's Publication Scheme.

Arrangements for part or full remissions of charges

The Governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges, on application to the Headteacher or School Finance Officer. The Resources Committee will be informed in general terms of the total provided for each activity. Parents who have contributed voluntarily may request a refund if their child is unable to take part in an activity through illness or are posted and are leaving the school prior to the activity taking place.