

Scantabout Primary School

Achieving Our Best Together



Charging and Remissions Policy

Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions, and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

Admissions

No charge will be made for admission.

School meals

No charge will be made for pupils entitled to free school meals. We will charge all pupils not entitled to free school meals an amount determined by HC3S. School meals must be paid for in advance, or at latest on the morning on which they are taken.

Activities for pupils that take place during school hours

(School hours are those when school is actually in session and do not include the break in the middle of the school day).

No charge will be made for activities provided during school hours (with the exception of music tuition). A voluntary contribution may be requested to help with transport costs to activities during school hours e.g. to swimming, visits and enrichment. A charge may be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.

Activities for pupils that take place outside school hours (non-residential)

No charge will be made for an activity that takes place outside school hours when it is:

- a) A necessary part of the curriculum
- b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- c) Part of the school's basic curriculum for religious education.

Optional extras:

We may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.

Costs we can legally recover are as follows:

- a) Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.
- b) Non-teaching staff
- c) Any materials, books instruments or equipment provided in connection with the optional extra.
- d) Transport to an activity outside school hours.

Residential Visits

Where the majority of time spent on a residential activity is within school hours, we must treat the activity as if it is fully within school hours and will apply the same criteria for charging i.e. ask for voluntary contributions. If the majority of the time spent on a residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours and will therefore charge for the trip, rather than ask for voluntary contributions.

Board and lodging

We will charge pupils an amount up to the full cost of board and lodging on residential whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging.

Travel

If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement) although, a voluntary contribution may be sought. Where a residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).

Activities on residential

If the residential is classified as being within school hours no charge can legally be made for the educational activities provided, again here the school will seek voluntary contributions. If the residential is classified as being outside school hours, a charge will be made for the educational activities provided.

Music tuition within school hours

No charge will be made if the music tuition is an essential part of the national curriculum. No charge will be made while class music tuition (the Listen to Me Programme) in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (wider opportunities). This includes instrument hire, music books etc.

We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Headteacher and will be reviewed annually.

No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc.). The head teacher will consider requests for partial funding from parents who are in receipt of pupil premium depending on the spending priorities laid down within the pupil premium plan and dependent on spending priorities for that child decided by the school.

Instrument hire for music tuition is arranged directly with Hampshire Music Service. All instruments hired by them and other outside agencies remain the responsibility of the parent as per their individual hire agreements.

Fees for music tuition are made in advance of the lessons taking place. Parents book for the entire year and will be charged for any lessons not taken.

Damage to property and breakages

We may seek to recover some or all of the costs incurred due to wilful/negligent damage or breakage of school property. This will be determined by the Headteacher. We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.

Remissions and concessions

We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible. Parents qualifying for remission will be in receipt of the following:

- 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 the Inland Revenue) does not exceed the annual limit as published by the Inland Revenue.
- Guaranteed State Pension

Voluntary contributions

We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

Data Protection Act

Pupil Information regulations and Freedom of Information Act - the Governing Body has determined:

- To charge the statutory maximum fee in respect of a request made under the Data Protection Act 1998
- To charge a fee not exceeding the cost of supply in respect of a request made under the Education Pupil Information regulations 2000
- To charge a fee in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000.

Collection of monies owed/donations

The school operates an online payment system. The Governing Body together with the Head Teacher have agreed for the school to cover the administration fee for this. This will be reviewed alongside the policy or earlier should the need arise.

Where monies greater than £15.00 are paid in cash, a receipt will be issued by the school office on the day of receipt. The school advises parents that unless cash is directly handed to a member of staff, then it is not responsible for any loss.

Where charge has not been met, the school reserves the right to seek reimbursement from either parent or carer. The school will initially contact parents in writing. Should overdue payments not be made then the school will refer to Hampshire County Council debt recovery department.

Monitoring this Policy

The Governing Body will audit at least annually, each element of cash transaction procedures using the Southern Counties Audit tool.

The Governing Body will receive an annual report showing expenditure from Pupil Premium used to subsidise charges made.

Policy renewed and rewritten: January 2018

Tina Thomas

Head Teacher

Review: January 2021