

# ASHGATE CROFT SCHOOL

## CHARGES AND REMISSIONS POLICY



Approved by Full Governors: 08.12.2016

Minute No.: 56.1/16 (R)

### **INTRODUCTION**

The policy complies with statutory requirements as set out in sections 449-462 of the Education Act 1996.

The objectives of the charging provisions in the 1996 Act are:

- School governing bodies and local authorities cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- School must ensure that they inform parents/carers on low incomes and in receipt of benefits that support is available to them when being asked for contributions towards the costs of school visits.

### **NOTE:**

Education provided includes books, materials, equipment, instruments, protective clothing (excluding games kit, PE kit, and cookery aprons) and ingredients for practical subjects. For the latter, a charge may be made if the parents wish to keep the finished product. A charge may still be made to cover the cost of damage to these items owing to pupil misbehaviour.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as optional activities.

Nothing in this Policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Further Information can be found on the following Government web page:  
<https://www.gov.uk/government/publications/charging-for-school-activities>

### **EDUCATION DURING SCHOOL HOURS**

In general, no charge may be made for education provided wholly or mainly during school hours. For the purposes of the Act, the mid-day break is outside school hours.

In addition, no charge can be made for musical instruments, materials, books, equipment or other items including those for practical subjects.

The Government circular on charging suggests that parents may be invited to provide particular items voluntarily to release resources from the school budget for other purposes. It stresses that no child should be put at a disadvantage because their parents are unwilling or unable to contribute in this way.

## **EXCEPTIONS**

Charges may be made for certain activities during school hours, but the emphasis is on the word “may”. It is up to the Authority and the Governing Body to decide.

During school time, charges may only be made for:

- Individual music tuition which is not part of the National Curriculum or a prescribed public examination.
- Non-school or adult education provided at a grant maintained school.
- Transport not provided by the Authority or the school.
- Ingredients and materials for practical subjects where parents have said in advance they wish to own the finished product.

These exceptions only relate to charges made by the Local Authority or the Governing Body.

## **EDUCATION OUTSIDE SCHOOL HOURS**

No charge for provision outside the school day can be made if it fulfils:

- The syllabus requirements of a prescribed public examination.
- Statutory duties relating to the National Curriculum or to religious education.

The cost of board and lodgings on associated residential visits may be charged for, but subject to the provisions on remission.

Other provision outside the school day becomes “optional extras” for which charges can be made. But they are subject to the following conditions:-

- Participation is by choice and parents must have agreed to pay.
- No child eligible to participate and whose parents agree to pay can be excluded.
- The charge to individuals must not exceed the actual cost divided by the number of participating pupils.
- There must be no element of subsidy for other pupils who want to take part, but whose parents are unwilling or unable to pay.

These optional extras can include: pupils’ travel; board and lodgings subject to possible remission; materials, books, instruments and other equipment; non-teaching staff costs; entrance fees to museums, theatres etc; insurance costs; cost of teaching staff.

Teaching staff must be specifically engaged to provide the activity and the cost may cover their travel, board and lodgings. If any of these teachers are already employed by the Local Authority, or the Governors, their costs may only be passed on to pupils if:-

- They are employed to provide individual instrument tuition unrelated to the National Curriculum or a prescribed public examination.
- They are engaged on a separate contract to provide the optional extra.

That contract may be a simple letter from the Governing Body or the Local Authority inviting the teacher to provide certain services for a specific activity at a certain time, in return for the payment of expenses and, where appropriate, a fee. The teacher should be asked to sign and return a copy of the letter to signify her/his agreement.

## **EDUCATION PARTLY IN SCHOOL HOURS**

### **Non-residential Activities:**

Where at least half the time on these activities is within the school day, no charge can be made. The mid-day break must be discounted and only travel occurring during the school day can be included in the calculation.

Charges can be made for transport for day visits if the time spent on the visit is more than twice the length of school sessions for the day.

### **Residential Activities:**

A calculation must be done to work out whether a school visit counts as taking place during the school day. If it does, then only board and lodging can be charged for.

The calculation is as follows:

How many morning and afternoon sessions are there at the school during the visit? Call this "x";

Exactly when does the visit start and finish? Divide each day of the visit into two twelve hour periods, starting at midnight; Count each 12 hour period as one unit, including those periods when at least half of the time is taken up by the visit. Call this "y"; If "x" divided by "y" is less than half, a charge can be made for transport. If more than half, then no charge can be made.

For example, a term time activity lasting from noon on Wednesday to 9.00 pm on Sunday (5 school sessions; 9 half days) is in "school time"; whilst an activity from noon on Thursday to 9.00 pm on Sunday (3 school sessions; 7 half days) is considered outside "school time".

If a charge is permissible, then the visit can be organised, as such visits have traditionally been run with all the normal support of the Local Authority.

If charges cannot be made, and the trip is being organised by the school, transport costs must be paid by the school or the Governing Body or financed by voluntary contributions.

### **Board and Lodgings**

Board and lodgings can always be charged for, but the charge must not exceed the actual cost per pupil.

If the activity is deemed to be in school hours, the charge must be remitted for pupils whose parents receive income support. It must also be remitted if the activity is related to a prescribed public examination or statutory duties relating to the National Curriculum or religious education.

### Voluntary Contributions

These must be genuine. Pupils must not be treated differently according to whether or not their parents have contributed.

If any activity cannot be funded without voluntary contributions, this must be made clear in a letter to parents at the outset, indicating the likely amount needed per pupil.

The letter should emphasise that there is no obligation on parents to contribute and that children will not be excluded because no contribution was made. The letter should also point out that the activity may not take place if parents are reluctant to support it.

<u>Item</u>	<u>Charging</u>	<u>Remission</u>
Activities within school hours (not dinner break)	Payment not necessary but school may request voluntary contribution and cancel activity if contributions do not provide adequate funds.	For children whose parents receive income support, charges may be remitted by school.
Activities outside school hours and not part of National Curriculum	Parents meet full cost. Prior agreement with parents is required.	Not applicable.
Residential visits; board and lodging costs.	Parents meet full cost.	For children whose parents receive income support, charges may be remitted by the school.
Ingredients / materials for cookery / craft / practical subjects.	Parents will be encouraged to provide / pay for materials for practical subjects; but no child will be disadvantaged because of parents' inability / reluctance to pay.	Ingredients etc. will be provided for children who cannot bring them to school, but items will not be sent home.
Individual music tuition.	Schools may bring in outside tutors in within school hours and parents will be required to meet full cost after agreeing to the provision.	If part of National Curriculum, or a prescribed public examination – charge remitted.
Lost school equipment/books etc.	Parents expected to replace/purchase lost items of school property.	None

Breakages and damage to school buildings, furniture / fittings or property.	Any damage attributed to pupils' behaviour will be charged to parents.	None.
---	--	-------

The Governing Body annually review their Charges and Remissions Policy, when charges are agreed and fixed for the forthcoming year in respect of:-

- telephone charges
- photocopying charges
- energy charges (re lettings)

Telephone	20p per call	If this charge does not cover the cost of the call, staff will be charged the correct amount as shown on the itemised telephone bill.
Photocopying	5p. per copy : black and white 10p. copy : colour	Staff and visitors must pay this charge for any photocopying done. All copyright laws must be adhered to.
Energy	£16.55 per hour (To be reviewed as part of lettings review)	This charge may be remitted at Governors' discretion. However, this is charged throughout the year.
Per capita charge for lettings	16.92 p	This amount to be charged for every person attending an evening letting.
Site Manager's / Assistant Site Manager's letting fee	Post Single Status: Current hourly rate of pay, plus pension and NI contributions paid. This will be for a minimum of one and a half hours at plain time rates between 7am and 7pm, and time and a third between 7pm and 7am. Hours worked on bank holidays will be paid at double time. If the Site Team only open and close, then a payment of one and a half hours will be made, but if they attend during the letting, they will be paid for the actual hours worked For pool hire, governors have approved claiming for	These will be applied in strict accordance with the LA guidelines which relate to Caretaker's Conditions of Service.

	15 minutes before and 15 minutes after each letting.	
Pool Hire: Regular Users	Current charges : £50 per hour Monday – Friday £60 per hour – weekends (Reviewed in May 2014 as part of lettings review)	
Pool Hire : Holiday Activities	Current charges: Private family swim: £20 per hour Shared family swimming: £6 per family Aquafun session: £24 per session Recreational swim for adults only: £20 per hour (Reviewed in May 2014 as part of lettings review)	
Hire of mini bus: External Agencies	Current charges : First 25 miles @ 1.00 per mile Between 26 to 49 miles @ 70p. per mile From 50 miles and above @ 50p per mile	
Hire of Mini Bus: Trips organised by school outside the boundary of Chesterfield (within boundary : No charge)	From 1.9.14: Up to 25 miles @ £3 per pupil 26 to 49 miles @ £5 per pupil 50 miles and above @ £10 per pupil	

When setting fees for the hire of the school building and grounds, the Governing Body will adhere to Local Authority's guidelines. All correspondence re lettings is dealt with by the Lettings Administrator or Pool Lettings Administrator.