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| Policy Name: | CHARGING AND REMISSIONS POLICY | |
| Policy Author: RCFS | Linked Governor/reviewer: Mr Steve Coxon | |
| Date Approved by Governors: 10 th June 2024 Review Frequency: Annual | | |
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| Document Version: 5 | | |

Charging and Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. The charging and remissions policies adopted by the local governing body of Richard Clarke First School ensures that statutory requirements are met and is intended to reflect the general principles of the Education Act 1996: Sections 449-462 which identifies activities for which:

- 1) Charges will not be made
- 2) Charges will be made
- 3) Charges may be waived

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and the Governing Body.

Definitions

Community Facilities – activities which the governors do not feel is of direct educational benefit to children at the school.

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Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends.

External Lettings – letting to an organisation other than the school.

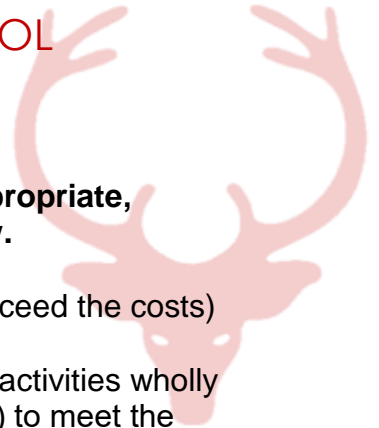
Remission – where a charge is not payable, either in full or in part

School Access Fund - a reserve put aside over a number of years to pay for resources to benefit the pupils of Richard Clarke First School.

Prohibition of Charges

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

- 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 an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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 the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- 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 they have been prepared for that examination at the school;
- transport provided in connection with an educational trip



Charges

Charges for the following will be determined if appropriate, other than (g) where there will be an annual review.

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual or group tuition in the playing of a musical instrument
- (d) any other education, transport or examination fee unless charges are specifically prohibited
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (f) extra-curricular activities and school clubs
- (g) Letting of the school premises or grounds

Charges to be made in accordance with the current ULT school Lettings Policy

- (h) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- (i) Charges for materials or ingredients where the pupils wish to have the finished product
- (j) Charges for personal photocopying/shredding
- (k) Charges for costs involved in SAR/FOI requests
- (l) 1.275% charge for credit and debit card transactions where ParentPay is used for school trip payments (charges will be included in the total cost of the trip)

Consideration also needs to be given to the following points and decisions will be made on a case by case basis jointly by the Head and governors.

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- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear (sinking fund)

The school will always seek to achieve “best value principles” for all the costs related to activities in school.

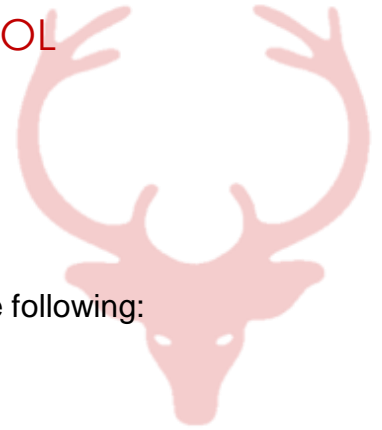
Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £19,995.

The school will receive Pupil Premium funding for all pupils who are entitled to Free School Meals calculated by the January census. This funding therefore supports those families with financial difficulties with the aim of closing the gap and raising these children's standards.

School meals – The Governors have agreed to support the child by providing up to five free meals before this is referred to an a Child Protection issue.



Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

- a) transport costs
- b) admission to venue costs
- c) visiting performers/educators
- d) raw materials for Design & Technology projects
- e) residential stays
- f) insurance costs

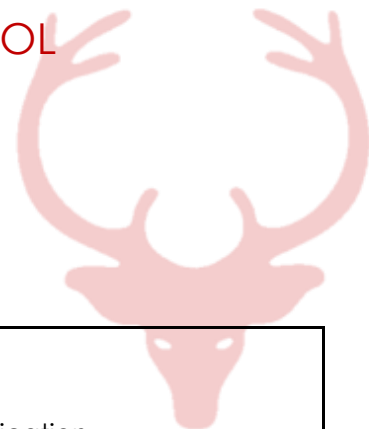
The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; however if insufficient voluntary contributions are not received the trip may not take place.
- 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.

No children will be excluded from participating in an activity which the school has organised because of unwillingness or inability to pay by their parents. The school is always happy to discuss payment arrangements, especially for families who are receiving family credit or income support. **However, parents should be aware that some activities may not go ahead if costs cannot be met by voluntary contributions.**

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.



Appendix 1

Letting Charges from September 2024

All charges are PER HOUR unless an alternative price is agreed on application

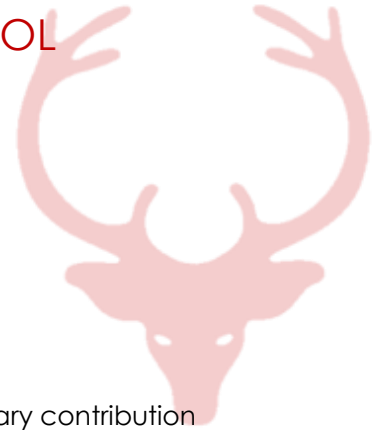
| Area of Letting | Monday – Friday | Weekend price |
|---|-----------------|---------------|
| Field | £ 8.00 | TBN |
| Hall | £ 16.00 | TBN |
| Classroom | £ 16.00 | TBN |
| Prices for group bookings/all year round will be available on request | | |

| | |
|---------------------|---------------|
| Holiday club | Letting - TBN |
|---------------------|---------------|

Other fees and charges:

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| Music fees | Variable per term depending on numbers + an additional £25.00 deposit for new starters External music providers (Eg Rock Steady) charging separately |
| Clarke's Club | See Appendix 2 for current prices |
| Lunch money | £2.95 per day for children £2.20 per day for adults for full meal, |
| Consultancy/staff training | £150.00 per day or as negotiated £45.00 per hour training or as negotiated |
| Nursery land rent | £1050 per annum (NB Under consultation with legal services) |
| Nursery Utilities | Variable charges based on usage and formula calculations |
| Copying/confidential shredding | 10p per copy £5.00 per ream |
| Freedom of Information requests/Subject Access requests | 10p per photocopy £15 per hour admin charge to prepare Estimates for total amount will be provided prior to request being prepared Other consumables and postage - at £cost +10% (at replacement cost where applicable) Handling of further adhoc data clarifications and queries arising from a provided request - £45 per hour (minimum charge for first hour and by quarter thereafter) |
| | Estimates for average request: 150 pages; £15.00 plus x2/3 hours work Total £45.00-£60.00 + postage |

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Wording for reminders to parents for their voluntary contribution:

Dear Parents,

Please can I offer a reminder that we haven't received your voluntary contribution towards the cost of XXXXXXXXXXXXXXX on the DATE.

We rely heavily on contributions in order to fund our extra curricular activities, without which, these would not be able to take place.

We would be grateful if you can contribute by DATE. If you do not intend to/cannot make the contribution then please could you let the office know, so they can remove the item from your parent pay account.

Many thanks,
HEADTEACHER

FYI The RCFS Charging and Remissions Policy states:
Voluntary Contribution

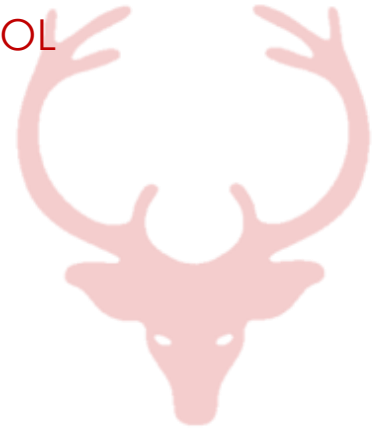
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Appendix 2

Clarke's Club Prices 2024-2025

| Times | Prices | Info |
|--------------------|---------------|----------------------------------|
| 7.45am – 9.00am | £7.00 | Includes breakfast |
| 8.15am – 9.00am | £3.50 | Without breakfast |
| 3.30pm – 4.30pm | £4.00 | Choice of activities |
| 3.30pm – 5.30pm | £9.00 | Includes snack and a drink |
| 3.30pm – 6.00pm | £14.00 | Includes snack and a drink |