

JUBILEE PARK ACADEMY

Charging and Remissions Policy

Aims

This policy aims to set out the School's attitude to charging and remission and describes each type of activity that will be charged for and explains when charges will be made. The Governing Body of the school has drawn up this policy which also gives specific details of the optional extras or board and lodging that we may need to charge for, and information in relation to our remissions policy. **Where possible, when considering charging for any activity, the school will do its best to offer assistance in any case where there is hardship.**

This policy statement takes account of each type of activity that can be charged for and explain when charges will be made. We will ensure that if a charge is to be made for a particular type of activity, such as optional extras, parents will be informed on how the charge will be worked out and who might qualify for help with the cost (or even get it free)

Our remissions policy sets out any circumstances in which the school or Local Authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with the charging policy. For example, where the governing body may decide to reduce the cost for those children whose parents are in receipt of certain benefits.

Information about school hours and a summary of school charges are also provided in the school prospectus.

Principles

All education provided within school hours **will be free**. This includes materials, equipment, and transport provided in school hours by the Local Authority or by the school to carry pupils between the school and an activity. "School hours" are those when the school is actually in session, and do not include the break in the middle of the school day.

We do not charge for:

- an admission application to our school;
- 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;

- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school...

This school **may** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras (see below)
- music and vocal tuition, in limited circumstances.
- **Community facilities** (the powers to provide community facilities are under s.27(1) of The Education Act 2002)

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **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 pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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.

We will ensure that any charge made in respect of individual pupils does not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. We do not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. **Where possible, as stated previously, the school will do its best to offer assistance in any case where there is hardship.**

Furthermore, where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore a charge will not be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. We will ensure that parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

The school may invite parents and others from time to time to make a **voluntary** (not compulsory) contribution towards any part of the school's work, and to permit the provision of activities which might not otherwise be possible. Parents will be informed of the decision to ask for voluntary contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming. No child will be left out of any activity provided in school time because his/her parents cannot or will not make a voluntary contribution. We will ensure that we make it clear to parents that there is no obligation to make any contribution. Parents may be asked to make a voluntary contribution towards activities taking place in school time, or towards activities which are a necessary part of the National Curriculum, or towards activities that form part of the school's basic curriculum for religious education.

As a school our policy remains that we endeavour to keep all trip or events costs where we are asking parents for a voluntary contribution, to a maximum of £10 per pupil.

It is important to note that **no** child at Jubilee Park Academy will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are not raised to fund a visit, then it will be cancelled. If a parent is unwilling or unable to pay, children will still be given an equal chance to go on the visit. We will make it clear to parents at the outset what the policy for allocating places on school visits will be. We also make a provision for parents in the form of payment plans, if they so wish. We also use the Pupil Premium to support parents experiencing hardship to pay for trips and events where possibly applicable.

We **will not** send any colour coded letters to parents as a reminder to make payments into the school or maintenance funds. In addition, we will not send direct debit or standing order mandates to parents when requesting contributions.

Parents will be asked to meet the full cost of optional extra activities which happen outside school hours, where these activities are not a necessary part of the National Curriculum or religious education (*see below Non-Residential Activities*)

Charges and contributions requested are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, the school will refund any surplus of **£3 or more** per child where the charge for the activity is **under £100**; and **£5 or more** per child where the charge for the activity is **£100 or more**. Any surplus of **less than £3** per child where the charge for the activity is **under £100**; and **less than £5** per child where the charge for the activity is **£100 or more** is transferred to the School Fund.

NB - General fundraising and sponsorship may be used to permit additional activities.

Residential Visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it will be deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, Regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

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

In respect of Residential Visits, we will charge for:

- board and lodging - however the charge must not exceed the actual cost.

When the school informs parents about a forthcoming visit, we will make it clear that parents who can prove they are in receipt of the following benefits **may** be entitled to a subsidy to support the payment of the cost of board and lodging:

- Universal Credit in prescribed circumstances (the government plans to prescribe the circumstances when Universal Credit is fully rolled out);
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 Her Majesty's Revenue and Customs) does not exceed £16,190 (**Financial Year 2015/2016**);
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

NB - General fundraising and sponsorship may be used to permit additional activities.

Non-Residential Activities

If 50% or more of the time spent on the activity occurs during school hours, it will be deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it will be deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

It is intended that school-based extra curricular activities should be free e.g. sports clubs (other than the out of hours registered childcare facility, or provided at a very low cost for the pupils) This does not apply to the out of hours registered childcare facility which is provided at a very low cost and also has its own charging policy (ref: Jubilee Park Breakfast and After School Club Charging Policy)

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may be made for vocal or instrumental tuition provided individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. No charge may be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(I) of the Children Act 1989).

Transport

Our school **will not** charge for:

- 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 he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit (**however a voluntary contribution may be sought to cover entry costs to ensure that the trip is viable**)

Education Partly during School Hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, the charge can be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

Other Charging Costs

Parents / guardians will be expected to meet some or all of the replacement costs of lost school books or equipment. Costs calculated will be made in relation to the value of the loss.

Parents / guardians will be expected to meet some or all of the costs of breakages or damage to school buildings, furniture or property. Costs calculated will be made in relation to the value of the loss e.g. through Equipment Register, Library Audit etc. (Ref: Social Inclusion Policy)

Miscellaneous Charges (other than for children)

Lettings

Currently there are no Lettings. However for the future, charges for lettings will be agreed annually by the Governors' Staffing and Finance Committees and based solely upon the guidance specified in the Academies Financial Handbook / SORP for Charities.

Photocopying

Charges for **private photocopying** e.g. from staff, visitors or requests that have derived from the Freedom of Information Act etc (including VAT where appropriate) are as follows:

- Black & white A4 **5p/copy** A3 **10p/copy**
- Colour A4 **15p/copy** A3 **25p/copy**
- B&W double-sided A4 **8p/copy** A3 **12p/copy**

- Laminator A4 **15p/copy** A3 **30p/copy**
- Laminator A2 **90p/copy**
- B&W OHP sheet A4 **15p/sheet**
- Colour OHP sheet A4 **30p/sheet**
- Spiral binding Small **15p** Large **20p**
- Charges for private photocopying (including VAT) to **Jubilee Park Academy School Fund** account are as follows:
- Black& white (bulk) A4 **2p/copy** A3 **4p/copy**

(These charges are reviewed annually in-line with inflation and the cost of materials and services)

Private Telephone Calls and Faxes

Staff and others using the school telephone or fax machine may do so at the normal BT costs which will be sourced upon the day of need.

Charges for the use of the Out of Hours Childcare Facility

Please refer to the Out of Hours (Extra Time and Breakfast Club) Policy - see Appendix. This policy is reviewed annually by the Governing Body.

Governor Expenses

At Jubilee Park, the Governing Body informs all members annually of their right to make claims in recognition of travel and other expenses that are incurred in connection with their duties.

There are some limitations to the allowances that can be paid, for example travel cannot exceed the Inland Revenue Authorised Mileage Rates. (These rates are reviewed annually and can be found on the Inland Revenue website: <http://www.hmrc.gov.uk/rates/travel.htm>) Also the regulations do not allow governors to be paid an attendance allowance or for loss of earnings.

Travel Expense Claims

Governors are required to complete form **GACS 37** (see Appendix) indicating the date of the journey, the destination and the number of miles claimed. These claims are checked, assessed, are certified by the Chair of Governors or the Head Teacher and processed by school staff (in accordance with our school finance procedures)

Other modes of travel e.g. bus, rail etc and claims for parking fees may also be reimbursed on the claim form but in these instances the financial amount being claimed will also be shown and relevant receipts attached before payments are made. Parking fines will not be reimbursed as part of this process. A cheque for the sum will then be drawn following the necessary procedures and sent/given to the governor.

Review Procedures

This Policy will be reviewed on an annual basis by the Governing Body's Staffing and Finance Committee and will be adjusted in line with any subsequent guidelines from the DfE.

Spring Term 2016

APPENDIX 1

Jubilee Park Breakfast and After School Club - Charging Policy

Purpose:

This defines the Club's policy with respect to charging for school activities out of school hours.

Policy

The policy of the Governors of Jubilee Park Breakfast and After School Club will be:

Activities Out of School Hours

The Governors will normally expect parents to pay the full cost of activities out of school hours. An activity is deemed to be out of school hours if it occurs for more than 50% of the time outside normal school hours.

1. The Governors will seek to recover costs from parents whose children cause wilful damage to school property, or misuse Club materials and property.
2. Charges may be levied for cookery and craft products where parents want the finished product and indicate this in advance.
3. The Governors may remit some of the charges for an activity out of school hours, and some or all of the charges for a particular out of school activity.
 - For parents in receipt of Universal Credit /Income Support or Family Credit (this can also be directly claimed from the necessary benefits departments)
 - Where a number of children (more than 2) from the same family attend the clubs on a regular basis - **in consultation with the Club Manager and the Head Teacher only.**
 - In exceptional circumstances if it is considered desirable to subsidise the cost where parents are known to be in financial difficulties - **in consultation with the Club Manager and the Head Teacher only.**
 - If it is requested through Children's Services or other agency involvement - in relation to a specific family and /or particular child.

Delegation of decision making: The Governors will delegate to the Head Teacher decision making, but will reserve the right to hear appeals from individual parents in relation to this policy.

This policy will be reviewed annually.

Spring Term 2016

Next Review Due : **Spring Term 2017**