

## 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.

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*)

**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 2016/2017**);
- 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 e.g. sports clubs should be free wherever possible (or provided at a very low cost for the pupils).

## **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).

## **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 Summerhill Primary School Out of Hours Policy.

#### **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 2017**

**Next Review: Spring 2018**