

BEESTON PRIMARY SCHOOL
CHARGING AND REMISSIONS POLICY

September 2020

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school are responsible for determining the content of this policy and the Head teacher for implementation. Any determination with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

Charges cannot be made for

The Governing Body of the School recognise that 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.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this 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.
- Examination resits if the pupil is being prepared for the re-sit 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 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 he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for

- Proportionate costs for individual child for travel, board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Supply teachers engaged purely for optional extras
 - Entrance fees
 - Insurance costs
- Vocal and musical instrument tuition, to be reviewed.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam.
- Any other education, transport or examinations where no further preparation has been provided by the school.
- Any other education, transport or examination fee unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs, £1 per session.
- Breakfast club £1.50 per session w.e.f. 5th November 2019.
- Any extended school activity
- Any additional hours (greater than the statutory 15) deemed to be for child care for 2 year olds. In accordance with the Education (Charges for Early Years Provision) Regulations 2012.

- Damage/vandalism/loss to and of school property. Damage to property belonging to third parties off of school premises caused by pupils or staff whilst on school premises.
- Voluntary Youth and Community use of the school hall at £26 per hour.
- Adult and Commercial use of the school hall at £34 per hour.
- Voluntary Youth and Community use of a classroom/meeting room £15.00 per hour.
- Adult and Commercial use of a classroom/meeting room £25.00 per hour.

Please contact Schools Lettings Service for application form on

School Lettings Service
 Business Administration Service
 1st Floor St George House
 40 Great George Street
 Leeds
 LS1 3DL
 Tel: 0113 3787998
 Fax: 0113 3367272
educ.lettings@leeds.gov.uk

Remission

Children whose parents are in receipt of the following support payments will, on 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;

- Universal Credit in prescribed circumstances. (The Government plans to prescribe the circumstances when Universal Credit is fully rolled out.)
- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16190
- Guarantee element of State Pension Credit
- An income related employment and support allowance

Voluntary Contributions

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

- a) Trips/visits held in school time, proportionate cost per child.

The terms of any request made to parents will specify that it is 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
- 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
- c) that there is no provision for refunds when the school is committed to non-refundable deposits and payments

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

Voluntary contributions will be used to;

- Provide for transport and admission fees for educational trips/visits

School Meals are currently set at £2.20 for all year groups

Staff meals will be charged at £2.82 (£2.35 + .47 vat)

The Governing Body will review in April and publish annually the price to be charged for school meals.

Date of Policy approval _____

Date of Policy review _____

Policy approved _____

Chairperson

Updated September 2019