



ALL SAINTS CE FIRST SCHOOL

CHARGING AND REMISSIONS POLICY 2022-23

AIM

The aim of this policy is to set out what charges will be levied for school activities, external lettings and external provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested. Guidance is based on the education act 1996: Sections 449-462.

RESPONSIBILITIES

The Governing Body at All Saints First School are responsible for determining the content of the policy and the headteacher is responsible for implementation.

Any determinations with respect to individual parents will be jointly considered by the governing body and the headteacher.

DEFINITIONS

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

Extended School Provision – provision of childcare outside of the school day where it is optional if the children attend.

External Lettings – letting to an organisation outside of school.

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

Sinking Fund – a reserve put aside over a number of years to pay for major maintenance or renewal costs.

PROHIBITION OF CHARGES

The Governing Body recognises 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.
- 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 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

The governing body intends to make a charge for the following:

- Board and Lodging on a residential visits (not to exceed costs)
- The proportionate costs for an individual child of activities wholly or mainly outside of school hours ('Optional Extras') to meet the costs for:
 1. Travel
 2. Materials and Equipment
 3. Non-Teaching Staff Costs
 4. Entrance Fees
 5. Insurance Costs
- Individual or Group Tuition in the playing of a musical instrument.
- Breakages and replacement as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs
- Letting of the school premises and grounds
- Extended School care activities, such as breakfast clubs, after school clubs, holiday clubs and wraparound nursery provision.
- Charges for materials or ingredients where the pupil wish to have the finished product.
- Charge for credit/debit card transactions where school money is used for payment of educational visits @ 1.29%.

Consideration will be given to:

- The proportion of costs recovered where a charge is 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;
 1. Services (heating/lighting)
 2. Staffing (security/caretaking/cleaning)
 3. Administration
 4. Wear and Tear (sinking fund)

REMISSIONS

Where pupils are in receipt of the following support payments will, in addition to having a free school meal entitlement, also be entitled to the remission of charges for board and lodging costs during a residential school trip. They will also be entitled to the remission of charges for educational visits during school hours, and be entitled to the remission of 50% of the costs for any extra-curricular clubs. These costs will be met through pupil premium funding.

The relevant support payments are:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

VOLUNTARY CONTRIBUTION

Parents will be invited to make a contribution towards the following:

- Travel/Transport Costs
- Entrance Fees & Workshop Costs
- Materials & Equipment including DT/Cookery Lessons
- Non-Teaching Staff Costs eg Visiting Performers

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

- That the contribution is genuinely voluntary and a parent is under no obligation to pay
- That registered pupils will not be treated differently according to whether or not their parent have made any contribution in response to the request
- The school reserves the right to cancel any trip/visits if sufficient donations are not received

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

The responsibility for determining the level of voluntary contributions is delegated to the headteacher.

NURSERY FUNDED HOURS

Funding is available for each child from the term following the child's 3rd birthday for a total of up to 15 hours each week during term time. All Saints School claims funded hours for morning sessions and Church Leigh Preschool claims any remaining funded hours for afternoon sessions. Some working families may be eligible for 30 hours funding which provides provision for full day care each day.

Please note that pre-booked funded sessions are non-refundable – you may change/swop a session during a term but this cannot be transferred between the two settings.

CHARGES FOR THE FINANCIAL YEAR 1ST SEPTEMBER 2022 – 31ST AUGUST 2023

Private or Personal Photocopying

20p per black and white copy 25p per colour copy

To be paid to the school office who will repay into the schools budget.

Private or Personal Telephone Calls

Charges as per itemised telephone invoice, to be paid to the school office who will repay into the schools budget.

School Meals

Item	Current Cost 21-22	Revised Cost 22-23
Pupil Meal	2.35	2.40
Adult Meal	3.00	3.30

Church Leigh Preschool

Item	Current Cost 21-22	Revised Cost 22-23
Preschool Sessions Room Hire – Weekly	135.00	145.00
Before & After School Clubs Room Hire – Daily	15.00	20.00
Holiday Club Room Hire – Daily	40.00	45.00

Lettings (At the discretion of the Governing Body) & Associated Costs

Hirer	Current Cost 21-22	Revised Cost 22-23
Church Leigh Choir Hall Hire – Hourly Rate	12.00	15.00
Other Lettings Hall Hire – Hourly Rate	12.00	15.00

Signed: *J W Snowden* Chair of Governors

Signed: *A Cairns* Headteacher

Date : *07/06/22*

Review: Annually

Associated Documents: CLPS Charging Policy & ASFS & ULT Debt Policies

