

CHARGING & REMISSIONS POLICY

Offley Primary



Academy

'Joy in learning, a fun, challenging journey, to be the best we can be.'

Approved	June 2018
By	Finance & Buildings Committee, on behalf of Governing Board
Policy Review Date	June 2019



Offley Primary Academy Governing Board Charging & Remissions Policy

Introduction

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

Offley Primary Academy seeks to ensure that the Foundation Stage Curriculum and National Curriculum is delivered to all children, regardless of social background, race, gender or (dis)ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To support and enrich the curriculum for children, the School offers a selection of activities, educational visits and residential courses, encouraging all to participate.

The governors have determined that all pupils should have access to as many areas of School life as possible, irrespective of their parents' or carers' ability to pay.

This Charging and Remissions Policy supports this commitment by describing the circumstances where the School raises money to supplement the budget provided by local and central government funds. The policy has been discussed and agreed with all members of staff and the Offley Primary Academy PTA.

The governors will review this policy annually, but reserve the right to amend the provisions at any time where that would be advantageous to the School.

Parents and carers are entitled to information about this Charging and Remissions Policy, and the governors have determined that it shall be published on the School's website and made available on request during school hours.

Under the Education Reform Act, a procedure is laid down which relates to complaints about the action of a governing board in respect of the school curriculum and related matters. This document is available on request during school hours.

In reality, most concerns or potential problems are resolved very amicably, via informal discussions with the Principal and/or other staff in the School.

This version of the Charging and Remissions Policy, as dated below, replaces all previous versions.



Contents

Introduction.....	2
Contents	3
Section 1: Background Information.....	4
Events sponsored by the Offley Primary Academy PTA (PTA)	4
Genuine Hardship	4
Free School Meals	5
Pupil Premium and the link with Free School Meals.....	5
Section 2: Charges and Remissions for pupil and staff activities.....	6
Activities within School	6
Instrumental Music Tuition.....	6
After School activities (sponsored by the School)	6
Out of School Club – “The Zone”	7
Pre-school (for children of 2, 3 and 4 years of age).....	7
Educational Visits	7
Residential Courses	8
Pupil Premium	8
Public Examinations	9
Replacement due to Loss or Damage	9
School Meals.....	9
Private Use of School equipment	10
Freedom of Information (Fol).....	10
General Data Protection Regulations (GDPR)	10
Section 3: Corporate Relationships, including lettings	11
Commercial Activities, including Sponsorship	11
Lettings (including use of premises)	12



Section 1: Background Information

Events sponsored by the Offley Primary Academy PTA (PTA)

The School recognises and welcomes the valuable support and encouragement provided by parents and carers, under the auspices of the PTA (registered charity 1039659).

Events organised by the PTA are clearly identified as such and, if held within School grounds or using School equipment, are subject to agreement with the School (see the section entitled Lettings (including use of premises). The Officers of the PTA are responsible for determining:

- the level of contributions or charges payable by participants at their Events
- how funds raised should be spent.

Genuine Hardship

For the purpose of this Policy, genuine hardship can best be demonstrated if parents or carers receive qualifying benefits such as:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (providing Working Tax Credit is not also received and the household income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190)
- Working Tax credit run-on (which is paid for 4 weeks after qualification for Working Tax Credit ceases)
- Guarantee element of State Pension Credit
- Universal Credit, and your household income is less than £7400 a year (after tax and not including any benefits received).



Free School Meals

There are two categories of Free School Meals – Universal Infant Free School Meals and Income Related Free School Meals.

Universal Infant Free School Meals are available to all pupils attending Reception, Year 1 and Year 2 regardless of their parents' or carers' income levels. It is not necessary to register with the local authority and the School will provide the necessary meals unless the parent or carer indicates that this service is not required.

Income Related Free School Meals are available to pupils whose parents or carers have registered with the local authority. The eligibility criteria set by the authority are similar to the genuine hardship definition used by the School. Application forms may be obtained from the School, from the Cheshire East Council website or from the Area Education Office.

Pre-school children can also receive Income Related Free School Meals, provided they attend both before- and after-lunch sessions, and where parents or carers meet the eligibility criteria.

http://www.cheshireeast.gov.uk/schools/free_school_meals.aspx

The School keeps information regarding the receipt of Free School Meals confidential.

Pupil Premium and the link with Free School Meals

Pupil Premium Grant is additional funding that the School can claim. The money can be used by the School to help to provide additional support to eligible pupils, and to help their academic progress, self-esteem or social and emotional skills.

Pupil Premium is available for any pupil who qualifies for Income Related Free School Meals. The level of additional funding available via Pupil Premium means that the School will seek to register for Income Related Free School Meals all pupils whose family circumstances meet the eligibility criteria, including those who could receive Universal Infant Free School Meals.

The School can also benefit from Pupil Premium Grant in respect of:

- Pre-school pupils who receive Income Related Free School Meals;
- Pupils, including pre-school, who are in care or who have left local authority care through adoption, special guardianship order, child arrangements order or residence order;
- Pupils where either parent is a serving member of the armed forces or has been in service during the child's education.

Websites containing more information on Pupil Premium include:

http://www.cheshireeast.gov.uk/schools/free_school_meals.aspx

<https://www.gov.uk/government/publications/pupil-premium-conditions-of-grant-2017-to-2018/pupil-premium-conditions-of-grant-2017-to-2018>



Section 2: Charges and Remissions for pupil and staff activities

Activities within School

For some activities within School during school hours, parents and carers are asked to make voluntary contributions to cover the cost of these activities. The level of voluntary contributions is set to cover all costs associated with the activity. Occasionally, some of or all the total cost is subsidised by discretionary donations (e.g. by the PTA).

No child is excluded from taking part in these activities because of non-payment of the voluntary contribution. However, where there are not enough voluntary contributions to make the activity viable, and there is no way to make up the shortfall, then it will be cancelled; this will be made clear to parents at the outset.

When pupils indicate that they wish to keep the finished product of a practical activity (for example **cooking**), parents and carers may be asked to contribute towards the cost of the ingredients, materials or equipment needed.

Instrumental Music Tuition

The School offers instrumental music tuition to either an individual pupil, or to groups of up to four pupils. A charge is made for this tuition, unless it forms part of the syllabus for a prescribed examination (e.g. GCSE) that the school is preparing the child to sit, or is part of either the National Curriculum or religious education. Non-payment of the charge will preclude participation.

After School activities (sponsored by the School)

Activities that take place after school hours may have a different charging procedure applied at the discretion of the Principal. This will be made clear to children, parents and carers when these activities are planned.



Out of School Club – “The Zone”

As part of its provision of extended services, the School offers parents and carers the opportunity to balance work and family commitments, by providing quality childcare both before the start of the school day and after school. A charge is made for this childcare, as it does not form part of the Foundation Stage Curriculum, National Curriculum, any examination syllabus or religious education. Regrettably, non-payment of any charges will preclude participation, and the School reserves the right to seek payment in advance to reduce the risk of bad debts being incurred.

Pre-school (for children of 2, 3 and 4 years of age)

As part of its provision of extended services, the School offers parents and carers the opportunity to balance work and family commitments, by providing quality childcare during the school day (either mornings, afternoons, or both) as well as - for 3- and 4-year olds only - before the start of the school day and after school.

A charge is made for this provision, although the government's funded childcare places scheme (for 3- and 4-year old children) can be used to reduce or eliminate the need for parents or carers to pay. The School will administer claims on behalf of parents and carers. Regrettably, non-payment of any charges will preclude participation, and the School reserves the right to seek payment in advance to reduce the risk of bad debts being incurred.

The School office can advise on charges and options on how to take advantage of government funded “hours”. A lunchtime school meal can also be provided, subject to the payment of applicable charges.

Educational Visits

Parents and carers are asked to make voluntary contributions to cover the cost of educational visits. The level of these voluntary contributions is set to cover all costs associated with the visit (including provision for staff cover, if required). Occasionally, a part of the total cost is subsidised by discretionary donations (e.g. by the PTA).

No pupil is excluded from taking part in educational visits because of non-payment of the contribution being sought. However, the School reserves the right to cancel a planned visit if the total of voluntary contributions, together with any donations, is insufficient to cover the cost; this will be made clear to parents at the outset.



Residential Courses

For residential courses, the School is permitted to charge for the full cost of board and lodging and some other costs, but does not seek to make a profit when passing on such costs. Other parts of the itinerary are funded in a similar way to educational visits. Communications to parents and carers from the School will clearly differentiate between charges and voluntary contributions.

For that part of the itinerary covered by voluntary contributions, the non-payment of such a contribution will not be a factor in deciding whether a pupil can participate in a residential activity; however, the School reserves the right to cancel a planned activity if the total of voluntary contributions, together with any donations, is insufficient to cover the cost; this will be made clear to parents at the outset.

In cases where genuine hardship prevents charges being paid, contact should be made with the Principal who will, with complete discretion, seek a resolution. This may include full or partial remission of the charge. See also section 1 of this document.

Pupil Premium

Pupil Premium Grant is additional funding that the School can claim in respect of:

- Pupils, including those in pre-school, who qualify for Income Related Free School Meals;
- Pupils, including those in pre-school, who are in care or who have left local authority care through adoption, special guardianship order, child arrangements order or residence order;
- Pupils, but not those in pre-school, where either parent is a serving member of the armed forces or has been in service during the child's education.

Pupil Premium money is used by the School to help to provide additional support to eligible pupils, and to help their academic progress, self-esteem or social and emotional skills. Examples include:

- i. Subsidising eligible pupils for part of or all the cost of residential visits (where hosted by the School) and School trips funded from this budget where genuine hardship means that there is a significant risk of non-participation;
- ii. Subsidising eligible pupils to participate in after school activities, where genuine hardship means that there is a significant risk of non-participation;
- iii. Providing eligible Early Years pupils, including those in pre-school, on a case by case basis, with specialist support from outside agencies to complement the School's provision.



Public Examinations

No charges are made to enter pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents and carers if:

- The examination is on the set list, but the pupil was not prepared at the school
- The examination is not on the set list, but the school arranges for the pupil to take it
- A pupil fails without good reason to complete the requirements of any public examination where the governing board or Local Authority originally paid or agreed to pay the entry fee.

No charge is made for preparing a pupil to sit an examination. However, charging to recover tuition and other costs is allowed if a pupil is prepared outside school hours for an examination that is not set in regulations.

Replacement due to Loss or Damage

The governors reserve the right to ask parents and carers to repay the full costs incurred in repairing or replacing items broken, lost or damaged (other than through normal wear), for example books, equipment, windows or computer software. The age of those responsible will be considered, as will the circumstances leading to the breakage, loss or damage.

School Meals

School meals are cooked in the kitchen. In line with Government policy all pupils in reception, year 1 and year 2 are offered a meal free of charge. For all other pupils, including those in pre-school, meals are available for a nominal daily cost. The School sets the level of charges, after discussion with its service provider, and collects payments received.

In cases where genuine hardship exists, it may be possible for parents and carers to claim Free School Meals.

The School also provides facilities for pupils not taking school meals to eat food that they bring to school and does not levy a charge for this.



Private Use of School equipment

The School does not encourage the use of its equipment for private purposes but recognises that such situations will occur, primarily involving staff. Examples include:

- Use of telephones, faxes, photocopying and printers by staff or representatives of the PTA.
- Use of school provided laptops by staff (so long as the laptop is required primarily for educational use to assist employees undertake their jobs).
- Use of car parking spaces by staff (the governors do not guarantee that such spaces will be available on any given day or at any given time).

Given the potential administrative burdens in identifying private use, and the likelihood that the monetary value of each transaction will be small, the governors have determined that it would be inappropriate to apply a scale of charges. The governors consider that those benefiting from private use should donate to school funds in cases of excessive usage. At the discretion of the Principal, the private use of any school equipment may be curtailed.

Freedom of Information (Fol)

The School reserves the right to charge for any information that is routinely published and to recover costs associated with responding to Fol requests.

General Data Protection Regulations (GDPR)

In most circumstances, information provided in response to a data subject access request will be provided free of charge. The School reserves the right to recover costs when a request is seen to be manifestly unfounded, excessive or repetitive.



Section 3: Corporate Relationships, including lettings

Commercial Activities, including Sponsorship

In recent years, there has been continued growth in commercial activity targeted at schools. The most common examples include:

- sponsored resources, such as teaching packs and materials
- sponsored activities, such as competitions and projects
- collector schemes, such as 'wrappers for books' schemes.

Well thought out commercial activities are of benefit to schools and business, enabling the partners to share the risks and rewards, whilst adding value to school life and the taught curriculum – and providing welcome additional resources.

The governors wish to avoid any situation arising whereby the School takes an unequal share of the risks, in exchange for too little reward, and have determined that each scheme should be examined against best practice guidelines to ensure, so far as is practicable, that the educational benefits of the partnership outweigh the potential disbenefits.

For the most common commercial activities, the Principal, in conjunction with colleagues, will consider the best practice guidelines contained in the document "Commercial Activities in Schools," published by DfES, IBSA and the Consumers' Association.

(http://webarchive.nationalarchives.gov.uk/tna/+/teachernet.gov.uk/_doc/7403/commercial%20activities%20in%20schools.pdf)

In cases where the best practice guidelines contained in the above document do not apply, the governors will consider each scheme on its merits, receiving guidance and recommendations from legislation, the Principal, St Bart's Multi Academy Trust, the Local Authority, any other relevant external agencies, and the views of parents, carers and staff (as appropriate).



Lettings (including use of premises)

The governors welcome the opportunity to let School premises to the wider community and commercial agencies. Decisions on whether to permit lettings will be made by the Principal, who will receive guidance and recommendations from legislation, the governors and staff, St Bart's Multi Academy Trust, the Local Authority and any other relevant external agencies. The possible impact on the School's immediate neighbours will also be a consideration.

The Lettings Policy issued by the St Bart's Multi Academy Trust will be followed. This can be found on the school website.

The School Bursar should be approached well in advance of the proposed letting, so that there is the necessary time for proper consideration and for notifying or consulting with staff. A minimum of four weeks prior notice is required normally, unless a similar letting has been agreed in the previous 2 years. Greater notice should be provided if a Public Entertainment Licence is required or to take account of school holidays.

Lessees shall obtain all necessary statutory permissions and licences, and comply at all times with the provisions therein.

The Principal and governing board are responsible for setting charges for the letting of School premises. These will cover additional costs incurred by the letting. The School budget (which is provided for the education of pupils) will not be used to subsidise any lettings by community or commercial organisations. As a minimum the following will be considered when setting charges:

- Cost of services (heating and lighting)
- Cost of staffing (additional security, caretaking and cleaning)
- Cost of administration
- Cost of wear and tear
- Cost of use of school equipment (if applicable)

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.

The School may exercise discretion in the application of charges, having regard to any local conditions and costs applied by similar venues. However:

- Lettings to the PTA will be free of charge.
- Lettings relating to the School's extended services provision, as outlined within the Prospectus, may be free of charge.

In exercising any discretion, the Principal will seek guidance from the Chair of Finance & Building Committee.

All lettings of grounds or buildings within the Trust are exempt of VAT.