



## The Learning First Federation

### Charging and Remissions Policy

#### Aim

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

#### Responsibilities

The Governing Body of the Learning First Federation are responsible for determining the content of the policy and the executive Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Executive Headteacher *and Governing Body*.

#### Definitions

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

**Extended school provision** – provision of childcare outside the standard school day where it is optional as to whether the child attends

**External Lettings** – letting to an organisation other than the school

**Remission** – where a charge is not payable, either in full or in 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 of the schools recognise 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;
- 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 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 he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

## Charges

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) individual or group tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils

- (h) extra-curricular activities and school clubs
- (i) Letting of the school premises or grounds
- (j) Extended school care activities such as breakfast club, after school club, holiday clubs and “wrap around” nursery provision see details below

<b>Knypersley First School Kidz Zone - Before School Club</b>	
7.30am - 8.45am	£3.50
<b>Kidz Zone - After School Club</b>	
3.15pm - 4.15pm	£3.00
3.15pm - 6.15pm	£6.00

<b>Kingsfield First School Kool Kidz - Before School Club</b>	
7.30am - 8.45am	£4.50
<b>Kidz Zone - After School Club</b>	
3.15pm - 4.30pm	£3.00
3.15pm - 5.15pm	£6.00
3.15pm-6.00pm	£8.00

- (k) Charges for materials or ingredients where the pupils wish to have the finished product
- (l) Cost of transport to take part in work experience

Consideration will also be given by the Executive Headteacher and Governing Body to:

- the proportion of the costs recovered where a charge is to be 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:  
Services (heat & light)  
Staffing (security, caretaking & cleaning)  
Administration  
Wear & tear (sinking fund)

This will be agreed on an individual case basis.

## Remissions

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

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- eligible for Child Tax Credit **but not** Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190.
- The Guarantee element of State Pension Credit (from 30th April 2005)
- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)
- Universal credit

*Where the school is in receipt of pupil premium funding for individual pupils, those families will be supported by the school to ensure all children access the full range of curriculum and extra curricular opportunities on offer, in order to support both the personal and academic development of pupils. However if any other families feel they are suffering hardship they are actively encouraged to make contact with the school to discuss this with the Executive Head teacher. If the school feels it necessary they will support such families or arrange a payment plan where this may be helpful.*

## Voluntary Contribution

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

- a) School trips and visits
- b) Visiting specialists such as some theatre groups

