Charges and Remissions Policy

Approved: September 2024

Due for review: Summer 2025

Part of the Uttoxeter Learning Trust

Bramshall Meadows First School
Uttoxeter

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 Board of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher *(and/or Governing Board).*

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 Board of the School 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 Board 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

For the following

(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) breakages and replacements as a result of damages caused wilfully or negligently by pupils

(e) some extra-curricular activities and school clubs

(f) Letting of the school premises or grounds

(g) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision

(h) Charges for materials or ingredients where the pupils wish to have the finished product

(i) 1.275% charge for credit and debit card transactions where ParentPay is used for school trip payments (charges will be included in the total cost of each trip).

(j) Governor Lead Nursery – Yummy Club – charges for lunchtime supervision and a meal.

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(k) Governor Lead Nursery – Charges for part/full time provision in addition/top up to nursery funded hours.

Consideration will be given to (on an individual needs basis)

- 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)

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:

a) Income Support;

b) Income Based Jobseeker's Allowance;

c) Support under part VI of the Immigration and Asylum Act 1999;

d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,190.

The school will receive Pupil Premium funding for all pupils who are entitled to Free School Meals calculated by the January census. This funding therefore supports those families with financial difficulties with the aim of closing the gap and raising these children's standards.

School meals – The Governors have agreed to support the child by providing up to five free meals before this is referred to an a Child Protection issue.

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Voluntary Contribution

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

a) transport costs
b) admission to venue costs
c) visiting performers
d) raw materials for Design & Technology projects
e) residential stays
f) insurance costs

The terms of any request made to parents will specify that the request for 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; and

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.

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

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

Date of Policy approval

Date of Policy review Summer term 2025 (or earlier subject to change of charges in-year)

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BRAMSHALL MEADOWS FIRST SCHOOL

Letting Charges – Hourly rate			
Area of letting	Monday – Friday 0800 - 1700	Monday – Friday 1700 onwards	Weekend/Holidays
Hall	£17.50 per hour	£25.00 per hour	£25.00 per hour
Classroom	£17.50 per hour	£25.00 per hour	£25.00 per hour
Field	n/a	£20.00 per hour	£20.00 per hour
Playground	n/a	£20.00 per hour	£20.00 per hour

Letting Charges – Daily rates			
Area of letting	Monday – Friday 0900 - 1500	Additional hours/classroom	Weekend/Holidays
Hall	£50.00	£10.00 per hour	
Classroom	£50.00	£10.00 per hour	
Field	n/a		
Playground	n/a		

All letting charges are as detailed above unless an alternative priced is agreed on application

Prices for group bookings/all year round are available on request

Breakfast/After School Club		
Breakfast Club	**Drop off between**	**Cost**
	0730 – 0800	£7.00
	0800 – 0830	£5.00
	0830 – 0900	£3.50
After School Club	**Collection between**	**Cost**
	1530 – 1600	£3.50
	1600 – 1630	£7.00
	1630 – 1700	£8.00
	1700 – 1730	£9.00

Nursery	
Nursery – Additional session (AM or PM)	£20.00
Lunchtime meal (no additional charge for lunchtime care)	£2.80

Additional charges	
Lunch money	£2.80
Milk money	£1.00 per week