



## The Croft Primary School

### 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 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 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

## Prohibition of Charges

The Governing Body 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 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**

Charges will be made for the following activities

- (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) extra-curricular activities and school clubs - that involve specialist coaching
- (d) Letting of the school premises or grounds
- (e) Extended school care activities - Out of Hours Club
- (f) Charges for materials or ingredients where the pupils wish to have the finished product - workshops and cookery clubs

## **Residential Visits**

Due to COVID 19 there will be no Residential Visits for the financial year 2020/2021.

## **Extra Curricular Clubs/Activities**

Wherever possible the school will run a range of extra curricular clubs and activities at no cost to the pupils.

However, a charge may be made for the following

- Specialist coaching sessions
- Cookery club

Hardship cases will be considered by the school on an individual basis.

### **Out of Hours Club**

The following charges apply for the schools before and after school club

Before school sessions

- 7.30am - 8.55am - £4.00
- 8am - 8.55am - £3.50

After School Session

- 3.15pm - 4.15pm - £3.50
- 3.15pm - 6pm - £6.00

Late Collection Fee

- A charge of £10 per quarter of an hour will be made, to cover the costs of two members of staff who are legally required to stay, if a child is not collected by 6.00 p.m.

Discounts Available

- 10% for 10 sessions per week or 10% for each sibling

### **Lettings of school grounds and premises**

The school field may be let by outside organisations. The following charges will apply

- School field for the football season - £220
- School field per session - £15
  
- If hirers require the use of buildings and toilet facilities additional costs may be incurred to cover the cost of care taking and cleaning.

School Buildings may be let by outside organisations following the guidelines issued by SCC.

The following charges will apply

- £9.00 per hour
- £10.00 per hour Janitor cost

### **Debt Recovery**

The Governing Body of The Croft Primary School has a responsibility for ensuring that appropriate procedures are in place to enable the school to receive all income to which it is entitled. The school will actively pursue debtors, including parents/carers for the collection of monies owed to it.

The Headteacher and Office manager will ensure that:

- All letters requesting monies outstanding are accurately recorded and maintained
- There is documentary evidence of all the steps undertaken by the school to recover the debt
- Each case involving a family will be judged on the family's individual circumstances and the amount outstanding
- The identity of a family is only disclosed to those who need to know under this policy

### **Pursuance of Debt**

The school will:

- Monitor payment records
- Give the debtor appropriate notification and time to pay the outstanding monies by sending statements, reminders and requests to contact the school to discuss payments
- Send the debtor a final statement which states that this is the final notice and that further action will be taken
- Consult with Governors on the best action to take - this may be withdrawal of services such as the Out of Hours Club, referral of the debt to and/or legal action.
- Make every attempt to contact the debtor by telephone, text, email or registered post as appropriate
- If all attempts fail then an invoice will be raised which will put the debt in to Staffordshire County Council's debt recovery process

### **Outstanding Out of Hours Fees**

- Where no payment has been received for 6 weeks the Headteacher will contact the Finance Committee via secure email, where consent

will be to remove the Out of Hours facility until the debt has been paid

- Parents/Carers will then be required to pay for any Out of Hour sessions in advance

#### Waiving of debt

A debt may be written off or waived by resolution of the Governing Body on the recommendation of the Headteacher

A recommendation to write off or waive a debt can be made by the Headteacher when either

- All reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action; or
- It is believed the debtor is experiencing financial hardship

Where a debtor requests permission to settle the debt by instalments they must sign an agreement stating settlement terms that have been mutually agreed.

Where a debtor's payments are regularly or consistently paid outside the terms of supply the Headteacher may consider the withdrawal of the use of facilities/services or request payment in advance.

#### 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.

Hardship cases will be considered by the school on an individual basis.

### **Voluntary Contribution**

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

- a) school trips and visits
- b) visiting theatre groups
- c) workshops

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.

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