



## James Bateman Junior High 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 the 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 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.

## **Publication of Information**

A copy of this policy is available on the school website:  
[www.jamesbateman.staffs.sch.uk](http://www.jamesbateman.staffs.sch.uk)

## 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. This list is not exhaustive:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
  - (vi) incidental expenses
- (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) 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) Library Books: where a school owned book is loaned to a pupil the book must be returned in the same condition as it was loaned, with the plastic sleeve still in place. For damaged/missing books the full charge of the book will be charged to the parents/carers of the pupil. A record of the cost of all books is kept in school.
- (j) Library books: where the sleeve has been removed from the book following the loan of a book to a pupil there will be a

charge of 50p to the parents/carers of the pupil to replace the sleeve.

Consideration will be given by the Governors' Finance Committee to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- hardship cases not contained within the exemptions (see School Fund Constitution);
- 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)

### **Remission of Charges**

**Swimming:** The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents for their written permission, via their planner, for their child to take part in swimming lessons.

Children whose parents are in receipt of the following support payments and through the completion of an application form that can be found at the link below:

<https://www.staffordshire.gov.uk/education/educationalawardsbenefits/FreeSchoolMeals/Online-Application.aspx>

Upon receipt of acceptance at the school your child will receive a free school lunch each day whilst in school.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State 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

Parents / Carers in receipt of free school meals may apply to the school for remission of charges for extra curricular activities outside of school hours or to fund charged activities within school e.g. peripatetic musical instrument tuition, school uniform etc. If application is agreed by the headteacher / school business manager, the funds will be paid through delegated funding, pupil premium.

### **Voluntary Contribution**

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

- a) Sales to pupils
- b) School trips
- c) Music tuition
- d) Visiting Speakers
- e) Private telephone calls

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.

Signed.....  
 Date.....  
 (Chair of Governors)

Signed.....  
 Date.....  
 (Chair of Finance Committee)

Signed.....  
 Date.....  
 (Headteacher)

Policy Adoption and Revision Details			
<b>Governors Review:</b>	<b>1<sup>st</sup> July 2014</b>	<b>Effective Date:</b>	<b>1<sup>st</sup> July 2014</b>
<b>Adopted on:</b>	<b>1<sup>st</sup> July 2014</b>	<b>Review Date:</b>	<b>July 2015</b>
<b>Governors Review: Inc Charges I &amp; J (V2)</b>	<b>6<sup>th</sup> July 2015</b>	<b>Effective Date:</b>	<b>7<sup>th</sup> July 2015</b>
<b>V2 Adopted on:</b>	<b>7<sup>th</sup> July 2015</b>	<b>Review Date:</b>	<b>July 2016</b>



## JAMES BATEMAN JUNIOR HIGH SCHOOL

### CHARGES AND REMISSIONS POLICY (Appendix 1)

The following charges agreed by governors.

Private Photocopy & Printing	15p per sheet black & white (1 side, A4) 30p per sheet colour (1 side, A4) 20p per sheet black & white (1 side, A3) 35p per sheet colour (1 side, A3)
Laminating	30p per A4 sheet 50p per A3 sheet
Private Telephone Calls	20p per minute local calls 50p per minute mobile calls

School does request that parents make all payments through 'ParentPay'. However, if a payment has been made by cheque and it is returned from the bank, this will incur an extra charge of £6.00 as well as the original unpaid fee. This charge will cover the charge made to the school by the bank.

#### Sales to Pupils

Design Technology	Once a year a clock mechanism is required to be purchased at a cost of £1.32.
Food Technology	£15 per pupil is charged for food ingredients

The full policy for Charges and Remissions is available in the school office

Signed.....  
Date.....  
(Chair of Governors)

Signed.....  
Date.....  
(Chair of Finance Committee)

Signed.....  
Date.....  
(Headteacher)

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<b>Adopted on:</b>	<b>1<sup>st</sup> July 2014</b>	<b>Review Date:</b>	<b>July 2015</b>
<b>Reviewed: No changes (V2)</b>	<b>6<sup>th</sup> July 2015</b>	<b>Review Date:</b>	<b>July 2016</b>

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