



Charging and Remissions Policy

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| Updated September 2022 | Approved 23/11/2022 |
| Review | November 2023 |

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 Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and the Governing Body.

The Governing Body will consider CPI, annually, in relation to any increases in charges made and within the letting policy

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 school's 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

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
 - (vii) replace non-returned library books
 - (viii) replace purposely damaged library books
 - (ix) Lost / damaged pupil planners
 - (x) Replacement school uniform
- (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.

See Appendix 1 for charges agreed by Governors.

Consideration will be given by the Governors 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;
- 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/Educational-awards-benefits/FreeSchoolMeals/Apply-online.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 Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of 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 - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child may also get free school meals if you get any of these benefits and your child is both:

- younger than the [compulsory age for starting school](#)
- in full-time education

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 / Business Manager, the funds will be paid through delegated funding, pupil premium.

Contributions

Parents will be invited to contribute for the following:

- Sales to pupils
- School trips & residentials
- Music tuition
- Design & Food Technology where a product will be taken home
- Visiting speakers
- Private telephone calls
- Photocopying

The terms of any request made to parents will specify that the request for a contribution and in no way represents a charge.

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 contribution is delegated to the Headteacher.

| Policy Adoption and Revision Details | | | |
|---|---|------------------------|---------------------------------|
| Governors Review: | 1st July 2014 | Effective Date: | 1st July 2014 |
| Adopted on: | 1st July 2014 | Review Date: | July 2015 |
| Governors Review: | 6th July 2015 | Effective Date: | 7th July 2015 |
| Adopted on: | 7th July 2015 | Review Date: | July 2016 |
| Reviewed on: | 15th May 2017 | Review Date: | May 2018 |
| Reviewed on: | 9th May 2018 (v2) | Review Date: | May 2019 |
| Reviewed on: | 20th November 2019 (v3) | Review Date: | November 2020 |

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| Reviewed on: | 18th November 2020 | Review Date: | November 2021 |
| Reviewed on: | 11th November 2021 (v4) | Review Date: | November 2022 |
| Reviewed on: | 23rd November 2022 (v5) | Review Date: | November 2023 |



JAMES BATEMAN MIDDLE SCHOOL

CHARGES AND REMISSIONS POLICY (Appendix 1)

The following charges agreed by governors.

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| Private Photocopy & Printing | 20p black & white (1 side, A4) 35p colour (1 side, A4) 25p black & white (1 side, A3) 40p colour (1 side, A3) |
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| Laminating | 35p per A4 sheet 55p per A3 sheet |
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| Private Telephone Calls | 30p per minute local calls 70p per minute mobile calls |
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School does request that parents make all payments through 'Arbor'. CASH IS NOT ACCEPTED.

However, if a payment has been made by cheque and it is returned from the bank, this will incur an extra charge of £10.00 as well as the original unpaid fee. This charge will cover the charge made to the school by the bank and administration fee.

Sales to Pupils

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| Design Technology | A cost will be applied for D&T products that reflects the purchase of the materials. |
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| Food Technology | A cost per pupil is charged for food ingredients that reflects cost. |
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| Computing | A cost will be applied for products that reflects the purchase of the materials. |
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The full policy for Charges and Remissions is available in the school office.