



Chailey School

Charging and Remissions Policy

Date Policy Amended: October 2016
Date of Governing Body's Approval: 19th October 2016

Chair of Governors:

Headteacher:

Date Due For Review: October 2017

1. INTRODUCTION

Chailey School aims to provide a broad, balanced curriculum for all students within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions, in whole or part, from parents. Without that financial support, the school would find it impossible to maintain the quality and breadth of educational experiences provided for the students.

1.1 Purpose

- To ensure that, during the school day, all students have full and free access to a broad and balanced curriculum. The school day is defined as 08:40 – 15:10.
- To identify areas of activity where a charge may be made on parents.
- To follow the provisions of the 1996 Education Act sections 449-462.

1.2 Principles

- Available funds should be used in the most effective way for all students.
- The principles of best value should be applied when planning activities that incur costs to the school and/or charges to parents.
- That no student should be excluded from a trip or out of school activity that supports the curriculum because of financial hardship.

2. EDUCATION

All activities that are a necessary part of the National Curriculum (plus religious studies) will be provided free of charge. This includes any materials, equipment and transport to take students between the school and activity. Some activities which broaden the curriculum are expensive, e.g. theatre trips, museums, etc. and the school does not have funds to cover the costs of such 'optional extras' and voluntary contributions may be requested.

No student will be denied the chance of undertaking these activities regardless of contribution made, but if voluntary contributions do not meet the full costs, the school reserves the right to cancel the visit. If a parent is unwilling or able to pay, their child will still be given an equal chance to go on the visit and the school will make it clear to parents at the outset what the policy for allocating places on the school visit will be.

When charges are made for any activity outside the school day, or voluntary contributions requested for activities either within or outside the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions to the School Fund, fundraising activities, and support from charitable organisations and trusts.

The school makes remission arrangements in accordance with statutory guidance. It will ensure that parents on low incomes and in receipt of the benefits listed below are informed of the support available to them when being asked to make contributions towards the cost of school visits:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (where the person is not also receiving Working Tax Credit and has an annual income that does not exceed £16,190)
- Guaranteed element of State Pension Credit, and
- Income related employment and support allowance.

Children of families who receive these payments are also entitled to free school meals.

The school also seeks to support other parents and carers suffering financial hardship, according to need and availability of funding and in accordance with the principles of the Policy. Parents or carers who require financial assistance should apply to the School Business Manager who may be able to offer a reduced cost or monthly payment method.

Parents who are eligible for the remission of charges will be dealt with confidentially.

3. OPTIONAL EXTRAS

3.1 Charges may be levied for the following activities, considered to be Optional Extras:

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - c) part of religious education.
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the student to be provided with education, and
- board and lodging for a student on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra, and

- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual students must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

3.2 Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the student is being prepared for at the school and not part of religious education.

3.3 Non-residential Activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require students to leave school an hour before the school day ends, but the activity does not end until late in the evening.

3.4 Residential visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, Regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

Example 1: Visit during school hours

Students are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2: Visit outside school hours

Students are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

4. OTHER ITEMS

4.1 Classroom Materials

No charge will be made for materials and equipment. However, where parents would like to possess the finished article, the school reserves the right to charge for the costs of the materials used. Voluntary contributions for Art and Design Technology will be requested on an annual basis in the autumn each year to supplement school budget allocations to enable a wide range of high quality projects to be undertaken.

The school will seek to recover costs from parents where school resources or materials are misused, damaged or lost.

4.2 Examinations

There will be no charge for any activity that is an essential part of the syllabus for an appropriate exam. The cost of any re-marking of exam papers will be covered by the school.

The school will seek to recover costs from parents in the following circumstances:

- Where students fail to attend an examination for which a fee has been paid.
- Where students fail to produce coursework where an examination entry has been made.
- Where there are re-sits for public examinations where no further preparation has been provided by the school.
- Where parents request a remark of papers against the schools advice.
- Where the costs relate to non-prescribed examinations and preparations for such examination outside school areas.

4.3 Revision Guides and other Materials

The school sells a variety of commercially produced revision guides and other revision materials at cost price to students.

4.4 Lockers

There will be a charge made for the use of a locker. The charge will be payable by all new students to the school and as at 2016 the charge is £10 a year. This charge will be reviewed annually in the autumn term. Funds generated will be used to maintain the lockers.

4.5 Damage to School Property

The school will seek to recover costs from parents where school property is deliberately and willfully damaged.

4.6 Use of the School Premises and Minibus

These charges are covered by the School's Lettings and School's Minibus Policies.

4.7 Photocopying and Colour Printing

Charges for private photocopying and printing are as follows:
Annex

- Black and White single sided 3p per copy
- Black and White double sided 6p per copy
- Colour printing A4 single sided 10p

5. ROLES AND RESPONSIBILITIES

5.1 The Headteacher (or senior manager authorised by the Headteacher)

- should consider any requests for remission and make a decision in accordance with the statutory regulations and principles of the Policy
- ensure that the Parents/Carers of Students for whom Pupil Premium is received are made aware of the assistance available to them.

5.2 Organisers of trips or visits have a responsibility for

- ensuring that any charges made or voluntary contributions requested are in accordance with statutory regulations and the principles of the Policy. If uncertain they should seek guidance from the Educational Visits Coordinator.
- ensuring that collection of any monies is managed through Student Services. If uncertain they should seek guidance from the School Business Manager.

5.3 The Educational Visits Co-ordinator is responsible for

- checking that charges and voluntary contributions meet the requirements of current legislation and the principles of the Policy.

5.4 The School Business Manager is responsible for

- ensuring that the handling of any monies collected and making of any payments complies with the required Financial Standards and Best Value Principles.
- maintaining a confidential register of any requests made for remission of charges
- making any refunds to parents where the income received for the trip has exceeded the actual costs by more than £10.00 per student. Any residual surpluses will be transferred to the School Fund.

6. RELATED DOCUMENTS

6.1 Annual Request for Voluntary Contributions to the School Fund

Each year in September the Headteacher writes to all Parents/Carers requesting that they consider making a voluntary contribution to the School Fund. Please see Annexe A for a copy of the letter sent.

6.2 Information for Parents and Carers of Students for whom we receive the pupil Premium Grant (PPG)

Please see Annexe B for a copy of the letter sent home each year.

Annexe A

September 2016

Dear Parents and Carers

SCHOOL FUND

Our School Fund exists to provide the extra resources that cannot be funded from the budget we receive from the Local Authority. Its uses are varied and include supporting extra-curricular activities, purchasing specialist resources and also to provide subsidies for school trips.

As funding to the school from the Local Authority and central Government will continue to reduce in the coming years our School Fund will remain an important resource for us. I am, therefore, asking if you would consider making a voluntary contribution to the School Fund this year.

I realise that economic times are challenging at present but, if you feel that you are able to contribute, please detach the slip below and send it into to Student Services. Contributions can be made on-line via ParentPay or by cheque made payable to 'Chailey School'.

The contribution is usually brought in by the youngest member of the family at the school.

Please accept my thanks for considering this request.

Yours sincerely

Helen Key
Headteacher

To: Student Services, Chailey School (please tick relevant box below to show method of payment)

	Online Via ParentPay	Cheque enclosed
I have made a contribution of £..... to the School Fund for the 2016/17 academic year.		

Name of Student..... Tutor Group.....

Signed(Parent/Carer).

September 2016

Private and Confidential

Sent to Parents/Carers of students
in receipt of Free School Meals

Dear

I am writing to you in confidence to explain the benefits of the additional funding, known as 'Pupil Premium' that the school has received for every student who has ever received Free School Meals in the last six years. As you will know, your child has been able to take advantage of Free School Meals during this timeframe and thus we have received some funding as a result. From the additional funding that the school has received we are able to make use of it in a number of different ways.

Staffing: This additional funding has enabled us to increase teachers in subject areas, particularly English and mathematics to keep class sizes smaller and to fund activities such as 1:1 tuition, subject intervention, enhanced resources etc.

Contributions to practical subjects: All parents receive letters each year asking for voluntary contributions to supplement school budgets in providing quality resources for practical subjects such as Art and Design Technology – with students bringing home what they have made. These contributions are voluntary and there is no expectation that any payment will be received from you for your child. Please be assured that this will not disadvantage your child in any way within school.

Trips and extra-curricular activities: Where resources allow the school will be able to offer some financial support for these activities for your child. For any trips or activities that take place during school time no child will be excluded because they have not contributed. For trips and activities that take place out of school time there still may be some support available and application should be made to Mrs Slade, School Business Manager, in the first instance (jslade@chaileyschool.org) or 01273 890407 extension 207.

Other items supporting the curriculum, e.g. revision guides: From time to time the school may offer students the opportunity to purchase other items such as revision guides at cost price. These items will be free to your child to support their studies. You should return any order slips to Student Services in the normal way and we will cross check with our confidential records to ensure no charge is made.

A reminder for parents/carers of all children currently eligible for Free School Meals: I would like to remind you that all those eligible for Free School Meals (FSM) have an amount of £2.10 credited to their catering account each day via our cashless catering system. This happens automatically and no other students are able to identify how this is credited and so no one else can identify that your child is in receipt of Free School Meals. Currently only two-thirds of eligible students use their daily credit and so many parents/carers are not claiming a benefit worth over £10.00 per week. The allowance can be spent either at break or lunchtime or split between the two sessions. Any allowance not spent on the day is cleared out and not carried forward so it is beneficial to make full use of the allowance every day.

If a child wants to 'top up' their account i.e. put some additional money on so that they can purchase goods worth more than £2.10 per day they can add to it by putting additional money into the revaluation machines in school.

Yours sincerely

Helen Key
Headteacher

Private and Confidential

Sent to Parents/Carers of students
Who have ever received Free School Meals in the last 6 years

Dear

I am writing to you in confidence to explain the benefits of the additional funding, known as 'Pupil Premium' that the school has received for every student who has ever received Free School Meals in the last six years. From the additional funding that the school has received we are able to make use of it in a number of different ways.

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If a child wants to 'top up' their account i.e. put some additional money on so that they can purchase goods worth more than £2.10 per day they can add to it by putting additional money into the revaluation machines in school.

If you feel you may be eligible for Free School Meals but have not applied please contact Mrs Peck, Pastoral Secretary (cpeck@chaileyschool.org) for a confidential discussion about the application process.

Yours sincerely

Helen Key
Headteacher