

# **The Painsley Catholic Academy**

## **Charging and Remissions Policy 2018/19**

### **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. The policy applies to Painsley Catholic College and all schools within The Painsley Catholic Academy. Any exceptions for the individual schools are listed in separate appendices at the back of this policy.

### **Responsibilities**

The Directors of the Academy 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 by the head teacher who will inform the chair of governors.

### **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 Board of Directors of the academy 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

## 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:
  - (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. This will be £240 per year paid by standing order over ten monthly payments. However, there may be times where the standing order payments may vary depending on when a student signs up to the instrumental lessons.
- (d) re-sits for public examinations where no further preparation has been provided by the school (cost per the exam board). This will be at the discretion of the Principal.
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) costs of public examination entries where the student has been taken out of school for a family holiday despite the family knowing the exam period
- (g) any other education, transport or examination fee unless charges are specifically prohibited
- (h) breakages and replacements as a result of damages caused wilfully or negligently by pupils (including premises, furniture, lockers, locker keys - £5 charge for replacement, equipment, books or materials). There will be a set charge of £50 for any malicious tampering with the fire alarm.
- (i) extra-curricular activities and school clubs (to cover the individual costs only)
- (j) Letting of the school premises £20 per hour, or £10 per hour for the hire of the playing fields. The Painsley MAC Lettings policy and guidance must be followed and an application completed by the prospective hirer in the first instance.

- (k) Extended school care activities such as breakfast club, after school club, holiday clubs and “wrap around” nursery provision
- (l) Charges for materials or ingredients where the pupils wish to have the finished product (to cover costs only)
- (m) Cost of transport to take part in work experience
- (n) Cost of transport to and from school arranged by the College is currently £595 per year, paid by standing order over ten monthly instalments. From time-to-time this may vary, if a student does not apply for transport at the start of the beginning of the new academic year. Painsley school transport is significantly subsidised by the college. A £5 charge will be made for the replacement of a Painsley bus pass.
- (o) A £5 replacement charge will be made for any lost photocopier/printer fob.
- (p) Catering costs, breakfast and after school club charges – see attached table for the various charges across the multi-academy.
- (q) A 50% discount will apply for staff using breakfast or after school clubs for their children, ONLY on the days that they work and have to use these facilities because they are in school working at the same time across the academy as their children are in the clubs. Therefore, if a member of staff using this wrap-around care on a day or hours that they are not contracted to work, will have to pay the full amount.
- (r) There is NO discount for siblings using before or after school clubs.
- (s) Directors have the right to waive the charge for the school bus, music and before or after school clubs for any children of teaching staff who have been employed on a permanent basis for a minimum of ten years.

Consideration also needs to be given to:

- 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) Where none of the above necessarily applies but where a convincing appeal is made directly to the Principal or Academy Business Director
- e) Parents seeking financial support where their child(ren) are Pupil Premium, must apply using the Pupil Premium Request Form. Any financial discount or remission will be granted by the Principal (or Business Director at Painsley), or the Pupil Premium budget holder.

## Voluntary Contribution

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

- a) Day trips
- b) School fund (a minimum of £20 per child which will cover the cost of a locker for the year)
- c) Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.
- d) Parentpay admin fee of no more than £1.00 per transaction.

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 voluntary; 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/person with responsibility 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 Principal.

Date of Policy approval

Date of Policy review