



# Winterton Community Academy

## Charging & Remissions Policy

---

### **INTRODUCTION**

This policy has been formulated in accordance with the Department of Education's advice on charging for school activities.

### **AIM**

The aim of this policy is to set out what charges should be levied for school activities, what remissions could be implemented and the circumstances under which voluntary contributions can be requested from parents.

### **DEFINITION OF EXTENDED PROVISION**

Extended use of school premises is when schools open up their school facilities either before, during or after the school day as well as during school holidays for educational, community or commercial use.

Education use is defined as any activity directly related to the curriculum.

Community use is defined as facilities and services that benefit families and the community as well as pupils.

Commercial use is defined as school facilities being let to external organisations/groups on a profit basis.

### **RESPONSIBILITIES**

The Governing Body of Winterton Community Academy is responsible for determining the content of the policy and the Headteacher for its implementation. Any decisions with respect to individual parents will be considered by the Headteacher.

The Governing Body will make all users aware of local safeguarding procedures, especially when the school is being let during the normal school day.

The Governing Body will ensure that all site users have their own safeguarding procedures in place and all staff are aware of their content. Safeguarding procedures should be equivalent to those adopted by the Local Safeguarding Children's Board (LSCB) within North Lincolnshire.

## **PROHIBITION OF CHARGES**

In line with government guidance, the governing body will not charge for any of the following:-

- education provided school hours
- 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 part of the national curriculum, or part of a syllabus for a prescribed public examination (i.e. GCSE / BTEC) that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place wholly or mainly 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 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 authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school;
- transport in connection with an educational visit

## **PUBLICATION OF INFORMATION**

A copy of this policy will be included on the school website. A paper copy will be provided on request.

## **CHARGES FOR CURRICULAR ACTIVITIES**

- (a) board and lodging on residential visits (not to exceed the costs incurred)
- (b) the proportionate costs for an individual child taking part in activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) staffing costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school

- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) extra-curricular activities and school clubs.

### **CONCESSIONS**

Where the trip takes place wholly or mainly during school hours, children will, in addition to having a free school lunch entitlement, also be entitled to concession of these charges if their parents are in receipt of any of the following support payments:

- a. Income Support;
- b. Income-based Jobseeker's Allowance;
- c. support under part VI of the Immigration and Asylum Act 1999; (or equivalent amendments in latest legislation)
- d. Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the fixed amount associated with this credit
- e. Guaranteed State Pension Credit.
- f. Any other financial difficulty to be discussed with the Head and exercised at his / her discretion

A similar entitlement to concessions applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

In respect of (d) above, the amount taken into account will be revised periodically in line with changes to the amount published by the DfE.

### **VOLUNTARY CONTRIBUTIONS**

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

- a) Trips and Visits during school hours
- b) Transport provided in connection with an educational trip
- c) Staffing costs associated with the activity

The terms of any request made to parents will specify that the request is 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 responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:

- Pay for the associated costs of the activity (e.g. transport)
- Museum / theatre charges, etc.
- Insurance costs
- Staffing costs associated with the activity

### **CHARGES FOR EXTENDED ACTIVITIES**

- a. Charges are made for optional, extra activities provided outside of the school day e.g. music lessons singing and or instrumental outdoor and residential education and sporting fixtures / theatre visits. Charges are also made for extended activities provided in or around the school by, or on behalf of the governing body. These fall under the following three broad categories:

*Educational activities:* Activities organised or commissioned by school for the benefit of their own pupils such as study support and other enrichment activities (e.g. additional language tuition, music practice, chess club etc).

*Non-educational activities:* Extra-curricular activities organised by schools such as the provision of childcare for school staff or recreational activities for school pupils.

*Community programmes:* Activities organised for the benefit of the wider community, often run with or by external groups (e.g. pre-school childcare, sport, performing arts, adult education).

- b. **Charges are made for renting or leasing part of the school premises or use of school equipment.**

A schedule of charges for individual activities currently provided on or around the school site is available on request.

Data will be processed to in line with the requirements and protections set out in the General Data Protection Regulation.