

ILCHESTER COMMUNITY PRIMARY SCHOOL



Charging and Remissions Policy

Reviewed March 2013		N J Heath	Headteacher
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Review March 2014

Charges for School Activities

The Education Reform Act 1988 clarifies the activities for which charges can be made or voluntary contributions sought.

The Act gives LAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

As from 1st September 2009 the Governors will operate the following policy on charges and contributions for school activities where such activities involve additional expenditure.

Charges

The school will charge in the following circumstances allowed by the Act:

- (a) The provision of music tuition given to pupils as individuals or in groups of up to four **except** where it is given to fulfil:
- statutory duties relating to the National Curriculum or
 - requirements specified in the syllabus for a public exam.
- (b) Ingredients and materials for cooking and CDT (Craft, Design and Technology):
- Materials will be charged for, or parents will be required to supply these, if the parents have indicated in advance a wish to own the finished product.
- (c) Activities which take place wholly or mainly outside school hours and which are not a statutory part of the National Curriculum: eg outings, visits, cricket coaching, cycling courses.
- Charges will be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.
- (d) Activities which involve pupils in nights away from home:
- Charges will be made for board and lodging. Families receiving Income Support or Working Family Tax Credit will be exempt from board and lodging charges.
- (e) No charges will be made for examination entries except where:
- The school has not prepared the pupil to take an earlier exam.
 - The pupil has failed to complete the requirements of the exam without a valid reason.

Charges must **not exceed actual cost** otherwise there may be VAT implications.

Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g. outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

- (i) there is no obligation to contribute
- (ii) pupils will not be treated differently according to whether or not their parents have made a contribution
- (iii) the proposed activity may not take place unless a substantial majority of parents contribute
- (iv) a suggested amount for a contribution to cover costs.

Remission

It is the policy of the Governing Body:

- to remit charges for school activities to parents in receipt of income support and working family tax credit who had been unable to give a donation
- to look at individual cases where parents have been unable to give a donation
- to agree how to fund shortfalls for activities.

Other Charges

Private Photocopying/Telephone Calls

The Governors should agree a charge to be levied for private photocopying (per copy) and telephone calls (per call). These will be subject to VAT regulations. These charges are to be reviewed annually.

Income from Sales - Non-profit Making

Some goods may be purchased through the school for the convenience of parents, pupils or teachers. The school will not seek to make a profit from these sales. Goods in this category include school clothing, books, book bags, recorders, etc.

Income from Sales - Profit Making

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, PTA or other charity. Goods in this category include school photographs, bring and buy items, etc which may be subject to VAT.

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Income from Lettings

The Finance Committee annually reviews and set charges made for use of school premises. The charges include actual caretaking costs, insurance and a premises charge.

The Finance Committee will endeavour to avoid charging the PTA for its activities in the school.

Responsibilities

Authority for day-to-day management of the policy is delegated to the Headteacher who will determine the costs of activities other than those set by the Governors.

The level of charges is a matter for the Governing Body. It is recommended that all charges should include a reasonable element for overheads like electricity, heating, caretaker's overtime, etc. Other things to consider are whether the school aims to make a profit, to meet actual costs or to offer say lettings at a subsidy.

All staff responsible for collecting income are made aware of the current charge rates and are aware of VAT implications.

The charging policy is reviewed annually by the Governing Body and should include updates for any **Extended Schools Services**.