



Policy Document

CHARGING & REMISSIONS POLICY

Checked by: MP on 16th June 2017

Adopted by Governors: 20th June 2017

Next due for review: June 2020

Responsibility for review: Chair of Governors

Introduction

The school may offer financial help on request to students in receipt of Free School Meals (FSM) or those in current hardship who wish to participate in a voluntary activity such as a residential trip for which payment is required. This may be in addition to the Pupil Premium Funding that both schools receive. Guidance as to whether a trip should be considered a 'voluntary activity' is given below.

The process

Details of any voluntary trips published to parents/carers should include guidance on entitlement to a remission of the cost. The details need to indicate that parents/carers in receipt of FSM or suffering current financial hardship may contact the school to seek financial support.

The level of remission

From 1st April 2010 the level of remission will be set to a maximum of one-third of the total cost, up to a maximum of £100. With the exception of where Pupil Premium funding is available to cover part/or full cost and the Governors have given their agreement that pupil premium funding can be used to support this activity.

The remission fund

Any surpluses from school trips and visits that are less than £5 per student will be placed in an account. This fund will be used to meet the demand for remissions. Additional money from school accounts cannot be transferred to this remissions account without authorisation from the Governors' Finance Committee or the Chair of Governors. A decision to make funding available will be taken as part of the Budget setting process.

CHARGING FOR SCHOOL ACTIVITIES

1. A charge to the parents/carers of students may only be made for:
 - a) music tuition in an instrument that is carried out in addition to the music curriculum;
 - b) a residential activity where more than 50% of the activity takes place outside of school hours;
 - c) materials used in a lesson where parents have indicated that they wish to have the finished product;
 - d) activities taking place outside of school sessions that are not part of the agreed schools' Curriculum Entitlement.

2. Any charge made will be composed of an appropriate share of:
 - a) staffing, transport, premises and administration costs for the activity;
 - b) an element to contribute towards the costs of further development of the extended curriculum.

Any balance at the end of a school trip that exceeds £5.00 per student will be returned to parents/carers.

3. From 1st April 2010, the level of remission will be set to a maximum of one-third of the total cost of the activity, up to a maximum of £100 (see Remissions Policy). With the exception of where Pupil Premium funding is available to cover part/or full cost and the Governors have given their agreement that pupil premium funding can be used to support this activity.

4. Parents/carers may be asked to make a voluntary contribution towards the cost of any activity taking place in or out of school time that is considered to be part of either schools' Curriculum Entitlement. Letters to parents/carers about an activity must make it clear that they are being asked for a voluntary contribution.

Sample paragraphs

"We are planning the following activity as part of our _____. The cost to the school of the activity is £x. In order to cover our costs and allow the activity to take place we need to raise this sum through voluntary contributions. We are therefore asking that each student participating makes a contribution of £x. Students whose parents/carers do not contribute will not be denied participation in the activity. However if insufficient contributions are raised the activity will not be able to run."

Any parents/carers who have difficulty in paying this voluntary contribution should contact the Headteacher in confidence.

"For those entitled to FSM it may be possible to access the Pupil Premium funding Fund which Governors have agreed the use of. Please contact the organising teacher for further information."

5. The Head Teacher may apply the remission policy in response to requests from parents/carers whose children are not in receipt of FSM in the following circumstances:
 - Where family circumstances have changed recently and FSM has not yet been authorised.
 - Where the Head Teacher knows of other circumstances that are causing financial hardship to a family.

Staff should refer any enquiries from parents/carers re charges to the Headteacher.

6. Charges for non-accidental damage to school property or the property of others.

Parents/carers of students who have been responsible for non-accidental damage will be asked to cover the cost or part cost of repair or replacement – up to a maximum of £100. The Headteacher will aim to ensure that the payment is made from the students' own resources as far as possible. There is an appendix that describes the procedure to be followed.

APPENDIX A

Charges for Music Tuition

- a. Charges will be collected at least termly and in advance of the lessons. Refunds will be arranged where the school or teacher are responsible for cancellation but not for cancellations made by the student or parents/carers.
- b. Governors will ensure that the school remissions policy is applied to Music tuition.

APPENDIX B

POLICY FOR CHARGING FOR NON-ACCIDENTAL DAMAGE TO SCHOOL PROPERTY OR PERSONAL PROPERTY OF OTHERS

Students will be asked to cover the cost of non-accidental damage, or pay towards the repair or replacement – up to a maximum of £100.

- Parents/carers will be informed by letter.
- If the account has not been settled within 4 weeks, another letter will be sent.
- Another letter will be sent after 8 weeks.
- If the account is *still* not settled after 8 weeks, the Headteacher will write to the parents/carers asking for the amount that is outstanding, and informing the parents/carers that the student may not be allowed to participate in voluntary activities such as trips or visits until the account has been settled.
- The debts will be written off by the Finance Committee when the student leaves Iveshead School.

Actions

- The Finance Department will action an invoice for the damage which states the amount owed.
- A letter will be sent by the office which will state the damage caused and the amount owed.
- The Finance Department will inform the office to send reminders at 4 and 8 weeks if the account has not been paid.
- The Headteacher will send a letter to the parents/carers if the account has not been settled after 8 weeks.
- The Finance Committee will “write off” any debts when the student leaves either school.

APPENDIX C

Pupil Premium Funding

The government believes that the pupil premium, which is additional to main school funding, is the best way to address the current underlying inequalities between children eligible for free school meals (FSM) and their peers by ensuring that funding to tackle disadvantage reaches the pupils who need it most.

The pupil premium was introduced in April 2011 and is allocated to schools to work with students who have been registered for FSM at any point in the last six years (known as 'Ever 6 FSM'). We also receive funding for children who have been looked after continuously for more than six months, and children of service personnel.

Funding

The school receives an annual pupil premium allocation which is based on the number of students in receipt of FSM. We are determined to make sure the pupil premium funding is carefully targeted and used for the designated students.

We publish on our website the funding we receive based on the number of students at the school, what and how the funding has been used and the impact this has made on students' individual achievements/attainment.

Across the school, we use the pupil premium in a variety of ways including:

- one-to-one tuition or small group tuition;
- revision classes;
- focused teaching support;
- peer-to-peer support;
- support to access enrichment activities, including trips
- support for essential equipment, resources or materials
- increasing parental involvement in their child's learning
- professional development (CPD) to develop appropriate staff skills for working with disadvantaged children;

Accountability

Our Head Teacher, in liaison with senior leaders from both schools and the Governing Body, decide how best to use the pupil premium to support our students and help to close the attainment gap between them and their peers.

As such we are accountable in the following ways:

- School performance tables that clearly show the attainment of FSM and LAC pupils compared to their peers;
- There is now increased attention as to whether schools are using their pupil premium effectively as part of Ofsted inspections and we are required to publish online specific information about the pupil premium so that parents/carers and others have access to meaningful and appropriate information.

APPENDIX D

Charging Policy for Extended School Activities

1. Any extended school activities that are identified in either School's Development Plans as contributing to the plans targets and outcomes will normally be free to users. These will be funded by means of pooling schools extended schools money.
2. These arrangements do not prevent individual schools from funding activities from their own resources.
3. A charge will be made for other activities that we set up. The charge will be calculated in order to ensure that we cover the cost of :-
 - The provision
 - The use of the premises
 - Administration overheads
 - A 5% development levy
4. Charges will be made in advance and must be paid in full before a child or young person takes up their place. If a child misses a session a refund will not be made. If the session is cancelled by the school, provider or Extended Schools Co-ordinator the cost of the session will be refunded, normally by means of adjustment to the next invoice sent to the parents.
5. Parents of children or young people who are in receipt of free school meals may apply for a remission of part of the charges. Normally the remission will be 50% of the cost up to a maximum of £100 per term. The Principal may also recommend remission where he is satisfied that the family is experiencing financial hardship where free school meal has not been granted.
6. The School will make a pro rata contribution of £1 per student to create a remissions fund.