

# Meadowside School



## Charging and Remissions Policy February 2019

Agreed:

Finance/Health & Safety/Premises 12.2.19

Finance/H&S/Premises 22/11/16

Ratified:

FGB 14.3.19

Full Governing Body 1/12/16

## School Charging Policy - Monitoring Report 2017/18

1. There were no occasions when a planned activity did not take place due to insufficient voluntary contributions received from parents and carers.
2. The costs for the Post 16 Leavers' Residential in June 2017 were partially remitted, (by £218.50 for board and lodgings element), for a family whose daughter was in receipt of Income Support. Funding used to remit the costs was the school's post 16 Discretionary Bursary funding.
3. The Post 16 Discretionary Budget was also used to provide £226 to fully remit the costs of a Post 16 pupil to enable him to attend the Year 7 Residential as a work experience placement where he worked with and supported younger pupils. He was eligible for the discretionary budget as he has been eligible for free school meals.

KG 11/2/19

### **Rationale**

Section 457 of the Education Act 1996 requires every governing body of a maintained school to determine and keep under review a policy with respect to charging for school activities and the circumstances under which such charges may be remitted.

The Department for Education issued departmental advice on charging for school activities in October 2014.

Wirral Local Authority produced a 'Charging for Clubs and Activities' Policy which is to be used as the basis for all maintained Wirral schools.

### **Principles**

Meadowside School supports the principle stated in Wirral Local Authority Policy that education in maintained schools should be free and that no pupil's education should be affected by his or her parents' inability or unwillingness to pay or to contribute towards the cost of the pupil's education. Further details and guidance can be found at:

<https://www.gov.uk/government/publications/charging-for-activities>

### **Implementation**

1. Pupils will not be required to pay for any materials, books, instruments or other equipment for use in connection with education provided during school hours. Schools may, however, charge for, or require the supply of, materials for practical subjects such as Design and Technology where a child, or his/her parents has indicated in advance a wish to take home the finished product. Schools may also charge for, or require the supply of, ingredients, for Cookery/Independent Living Skills where the parents/carers wish their child to take home the finished dish, or eat it at school.
2. Instrumental music tuition provided by the Local Authority's peripatetic music service shall be provided free of charge.
3. The education we provide wholly or mainly during school hours will be free but on some occasions a voluntary contribution towards the cost of a special activity/visit which forms part of the curriculum may be requested by the school. Parents/carers are free to decide whether or not to contribute. Pupils of parents/carers who are unable or unwilling to contribute will not be discriminated against. The voluntary contribution requested will be a contribution towards the cost of providing the activity for one child; that is, those parents who do make a voluntary contribution will not be contributing to the cost for those pupils whose parents/carers do not contribute.
4. When there are insufficient voluntary contributions to make the activity possible, and when there is no way to make up the shortfall, then the activity may be modified to reduce costs where possible, or will be cancelled and any voluntary contributions received refunded.
5. Meadowside School will make charges to cover the costs of board and lodgings of residential trips, unless parents/carers are eligible for remission of fees as outlined in paragraph 13 below. Schools cannot charge for travel to and from outdoor centres if the visit takes place during school hours, although Meadowside School may ask for a voluntary contribution towards these costs.
6. For activities defined as 'optional extras' under the terms of the Education Act 1996, that is activities which are provided mainly out of school hours and which are not part of the school curriculum, Meadowside School may charge to cover the costs of board and lodgings, travel, materials, books or other equipment, entrance fees, teaching and non-teaching staff and any other costs for providing the activity. If parents/carers would like their child to take part in such activities but are unable to meet the full cost, financial assistance may be available; the Head Teacher is happy to talk to parents in confidence about that possibility.
7. Parents will be asked to pay for examination fees only in the circumstances outlined in the Authority's policy statement.
8. Meadowside School may ask for parents/carers to meet travelling costs arising out of work experience placements.

9. Parents/carers may be asked for payment towards the cost of repairing or replacing any part of the fabric of the school or any items of school property which has been damaged or lost as a result of their child's behaviour.
10. School meals are available at lunch time for pupils. A charge of £2.45 per day is made for a school lunch for all pupils who are not in receipt of Free School Meals. On special occasions such as at Christmas and the end of the school year, post 16 learners may be offered the opportunity to have their lunch off site as an 'optional extra'. Parental permission and the payment necessary will be sought in advance. Staff meals are charged at £2.94 per meal as VAT is payable.
11. The school offers snacks at morning break time. For those pupils who wish to take advantage of this, there is a small charge of 30p per item. Pupils for whom the school receives pupil premium funding will be able to choose one snack item per day free of charge if they are unable to pay.
12. The post 16 curriculum may involve more off-site educational experiences as we prepare pupils for transition to life after Meadowside. In these circumstances, where appropriate, parents/carers will be invited to supply funds for the purchase of a small snack/drink away from school.
13. **Remissions.** Where the parents/carers of a pupil can provide satisfactory evidence that they are in receipt of Income Support, income based Job Seekers Allowance, Child Tax Credit, or receive support under part VI of the Immigration and Asylum Act 1999 during any period when the trip is taking place, the Governing Body will offer to remit in full the cost of board and lodgings for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum. The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example in the case of family hardship. When arranging a chargeable activity, such parents will be invited in confidence for the remission of fees in full or in part. Authorisation for such remission will be made by the Head Teacher in consultation with the Chair of Governors.

## **Resources**

Effective implementation of this policy will require access to sufficient school funds to support the remittance of fees as outlined in paragraph 13 above. For post 16 pupils we will seek to support an application to the Discretionary Bursary fund that we administer on behalf of the Department for Education.

## **Equality Impact Assessment**

The terms of this policy will not adversely impact on pupils or staff who have a protected characteristic within the meaning of the Equality Act 2010.

## **Monitoring**

This policy will be monitored by the School Business Manager on an annual basis. At the end of the academic year she/he will summarise the occasions when charges have been remitted, either in full or in part, and the source of the funding subsequently provided, and the number of occasions when activities were cancelled due to insufficient voluntary contributions being received.

## **Conclusion**

The responsibility for ensuring that the school has a charging and remissions policy lies with the Governing Body. The Finance Committee will review and update the policy biennially, presenting it to the Governing Body for ratification.

## **References**

'Charging for School Activities' Department for Education October 2014

Wirral Local Authority Policy - Charging for Clubs and Activities - copied from Wirral Internet May 2015

## Appendices

### Appendix 1 – Wirral Local Authority Policy – Charging for Clubs and Activities.

#### Wirral Local Authority Policy - Charging for Clubs and Activities

Our policy on charging for school activities for schools we maintain is set out below:

1. We back the principles that education in maintained schools should be free and that no pupil's education should be affected by his or her parents' unwillingness or inability to pay or to contribute towards the cost of the pupil's education.
2. Pupils should not have to pay for any materials, books, instruments or other equipment which they use in connection with education provided during school hours. However, schools may charge for, or ask for ingredients or materials for, practical subjects where parents have said that they want to own the finished product.
3. We charge for instrumental music tuition in groups of up to four.
4. We will not charge for any activity taking place in school time. However, schools may make charges to cover the costs of board and lodging on residential trips. They will not charge for board and lodging if you receive Income Support, **Universal Credit** or Working Tax Credit for any part of the period when the activity takes place.
5. Schools will not charge for staff or material costs at residential centres. They cannot charge for travel to and from outdoor centres if the visit takes place during school hours. However, they can charge for travel if the visit is an optional extra. Schools will charge for board and lodging at our centre (Oaklands) but we will pay a grant if you receive Income Support, **Universal Credit**, Working Tax Credit, Disability Working Allowance or income-based Jobseeker's Allowance when the visit takes place.
6. Schools will not charge for entry fees for prescribed public examinations for which registered pupils have been prepared at school. However, they will make charges in the following circumstances.
  - For examinations for which the pupil has not been prepared at school
  - For examinations which are not prescribed by the Department for Education and Skills

- If the preparation provided by the school allows a pupil to enter two or more examinations, you will be charged the cost of your child sitting the second and further examinations. If fees vary, you will be charged for the higher fees.
- If a pupil fails to complete all the examinations requirements without good reason and so is ungraded in the examination, we will not refund any charges.

7. For activities defined as optional extras under the terms of the Education Act 1996, governors may cover the costs of board and lodging travel, materials, books or other equipment, entrance fees, teaching and non-teaching staff and any other costs for providing the activity.

8. For travelling costs arising out of work experience placements, schools may ask parents to meet those expenses and governing bodies should decide whether, and in what circumstances, to refund them.

9. The amount of charge allowed by the Education Act 1996 and the decision whether to refund any charge is decided by the governors if the cost of any of the optional extras or the board and lodgings is paid for by the governors and in any other case by us.

10. If charges (for example, for board and lodging) are to be refunded, the costs will be paid for out of school funds.

Copied from Wirral Internet 15/5/15

## Appendix 2 Schedule of charges 2019/20

School meal pupil - £2.45

School meal staff - £2.94

Tuck shop - 30p per item

After School Club - £2 per session

Summer Holiday Club - £15/day (dependent on funding received from Local Authority)

Photocopying - 10p/sheet

Charges for activities and residential visits will be notified to parents/carers in writing as far in advance as possible.