



# Hanley St Luke's C of E Aided Primary School

*Learning, Laughing, Loving at Family St Luke's*

## Hanley St. Luke's CofE Aided Primary School

### Charging and Remission Policy 2017-18

#### **Introduction**

The Education Act 1996, Sections 449-462, provides for the circumstances in which charges may or may not be made for school activities.

In general no charges may be made for normal education provision in schools within school hours, but a charge may be made for some activities or those taking place outside school hours.

Every Local Authority and governing body of a maintained school is required under Section 457 to draw up and keep under review:

- 'A Charging Policy' with respect to the provision and charging for any matter for which charges are permitted and
- 'A Remissions Policy' stating any cases in which such charges may be remitted.

A remissions policy determined by a governing body will have to set out any circumstances for which the school will remit all or part of any charges made by the LEA to parents of pupils.

#### **Activities in schools**

No charge may be made for admission to a maintained school or for education provided within school hours for the pupils. No charges may be made for any education provided outside the school hours, which is required as part of an examination syllabus.

Parents or pupils shall not be required to pay for or supply any 'materials, books, instruments or equipment' for curricular purposes. Charges may be made for individual hire of musical instruments. Appropriate sports clothing will be provided by parents.

No charge can be made for a pupil's entry to any public examination for which the pupil has been prepared at a school unless without a good reason he or she fails to meet a requirement for the examination. The fee payable may then be recovered.

#### **Activities off School Premises**

The same principles apply as above so that no charge may be made for transport on those trips made within school hours, such as swimming, trips to the local High Schools, or for other regular activities which form part of the weekly curriculum.

However, the charging provisions within the Act allow pupils to be asked to pay for public transport or admission tickets charged not by the LA or governing body but by third parties on visits on which pupils are taken by the school. As a general principle, the cost of transport is included in the cost of the visit.

### ***Residential Visits***

A residential visit is one arranged for registered pupils at a maintained school by or on behalf of the governing body or the Local Education Authority, which requires pupils to spend one or more nights away.

Under Section 452(3) where education is provided on a residential visit and 50% or more of the half days taken up by the visit involve school sessions, then the visit is treated as provided within school hours and in that case charges may only be made for board and lodging. If less than 50% of the number of half days involve school sessions, then any education provided on the visit is treated as provided outside school hours and charges may be made.

### ***Education Provided Partly During and Partly Outside School Hours***

Where an educational activity falls partly during school hours and partly outside school hours, the whole activity will be treated as having taken place during school hours if 50% or more of the activity (which includes any travelling time during school hours) is within school hours.

### ***Permitted Charges***

Charges may be made for education that does not fall within the previous paragraph i.e. education outside school hours which is not for examinations. Charges may also be made for public examinations which do not fall within the preceding paragraphs. For example, an examination for which the pupil has not been prepared within the school. Charges may also be made for transport provided to pupils by the LA or governing body, as long as it is not incidental to education delivered at the school or for any examination requirement. As stated above, board and lodging may be charged for registered pupils at a maintained school on a residential visit. Any such provision, which is defined in the Act as an "optional extra" must be agreed with the parents of the pupil concerned.

Such charges are "regulated" under Section 465 of the Act. This provides that the charge will be payable by the parent of the pupil concerned and must not exceed the cost of the provision of the optional extra or the board and lodging, so that no profit element can be included. The cost of optional extras may include the whole or part of the costs incurred in the provision of materials, books, instruments or other equipment or attributable to the provision of non-teaching or teaching staff only engaged for the purpose of providing it.

Charges may be made in respect of tuition for playing musical instruments to individuals or to groups of not more than four pupils, provided it is not part of an examination syllabus or provided as part of the National Curriculum or for religious education in the school's basic curriculum.

Parents of pupils may be charged for materials used to produce an article made by the pupil, if they indicate beforehand that they want to own it.

### ***Voluntary Contributions***

A Local Authority or governing body may request contributions from parents for the benefit of the school or its activities. It must be made clear that there is no obligation to make a contribution and that pupils will not be treated differently according to whether parents have contributed or not.

### ***Charging and Remissions Policies***

These will be reviewed annually by the LA and governing bodies.

The practice in Stoke-on-Trent is in line with the Act, i.e. not to charge for activities within school hours but to charge for activities outside school hours.

### ***Educational Day Trips***

Where a day visit involves admission to an establishment where a charge is made for admission (not by the LA or governing body) this may be collected in advance.

Transport provided by the LA or governing body during school hours is not charged for. However, there is a charge at Stoke-on-Trent and Staffordshire Outdoor Education Centres.

### ***Residential Visits***

Charges, for example for transport, will not be made for residential visits, which take place wholly or mainly on school days e.g. a visit to an outdoor education centre. However, the use of voluntary contributions from parents may assist.

Board and lodging will be charged for where it is directly provided by the LA. In other cases there will be a charge equivalent to the apportionment of the charge made to the City Council.

Visits abroad during term time where charges are levied by commercial organisations or by voluntary committees set up to run school exchanges are not affected by the Act and parents will pay the whole of the charges.

Care must be taken to ensure that all charges made fall within the exemptions under the Act. This will be clearer when these visits are organized by someone other than the LEA or governing body.

Governors have agreed to continue to subsidise Stanley Head for pupils eligible for free school meals – this year the full cost is £165 per pupil with FSM pupils paying £40.

### ***Music***

No charges are made by the LA to parents of pupils receiving any form of music teaching or individual instrumental tuition in school hours. Individual governing bodies in determining their charging policy must decide whether to recoup all or part of the costs/charges made by the LA or third parties to the school. For the hire of instruments for home practising, an annual charge will be made as a contribution towards the cost of repairs and replacement. These charges are paid directly to the City Music School, and will be reviewed annually.

The LA will make charges for participation in the City Music School which operates outside school hours.

### ***Other Cases***

In all other cases where charges are permitted under Section 455 of the Act for activities wholly or mainly outside school hours, a charge equivalent to the apportionment of the cost of the activity to the City Council may be made.

### ***LA Remissions Policy***

No longer applicable - Stoke on Trent LA withdrew funding for OE remissions from 31/03/2012.

Charges agreed by Governors include:

- School dinners: £2.30 per day - no increase  
£2.00 per day for Nursery pupils – no increase.
- Milk and Juice: £1.00 per week

- Breakfast Club: £5.00 per week
- School Uniform:
  - Ties £3.50
  - Swimming caps £4
  - Nearly new uniform 50p per item
- Education City £5.00 per family per annum – the cost of the annual license this year is £5000, but governors want to encourage families to subscribe to this and therefore will maintain the nominal charge.
- Clubs which run out of school hours will be charged at £1 per pupil per session
- Charges for photocopying: Black – 10p per copy & colour 20p per copy.
- Charges for telephone call/fax – 20p each
- Charges for laminating – 50p per sheet

### ***Lettings***

- The hall and associated facilities (toilets, water source, etc) are the only areas of the school that Governors are prepared to let.
- Governors reserve the right to decline to let the hall to any group.
- Any group using the hall must sign the “Conditions of Hire and rules” document (Item 21 in the school Health and Safety procedures policy).
- The rate of hire of the hall is £30 per hour plus additional janitorial costs.
- The Governors reserve the right to charge a discounted rate, at their discretion to staff and groups associated with the Church of England.

Approved by Finance Committee on: 11th May 2017

Signed by (please print name): L COOKE (Chair of Governors)

Signature: \_\_\_\_\_

To be reviewed May 2018