



Hovingham & St Hilda's
CE (VC) Primary Schools
Federation



Headteacher

Mr J. Pynn MA NPQH

Charging & Remissions Policy for School Activities

This policy takes guidance from the DFE Policy – 'Charging for School Activities' which has been recently revised and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

This Policy will be reviewed on an annual basis by the School's Governing Body and will be adjusted in line with new Government or Local Authority recommendations. It sets out the schools' position on charges, remissions and lettings.

Voluntary Contributions and Responsibilities of Staff

Nothing in legislation prevents a Governing Body or Local Authority from asking for voluntary contributions that would benefit the schools or any school activities and the schools will invite parents and others from time to time to make voluntary contributions to enable the provision of activities and visits which may not otherwise be possible. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. The Governing Body or Headteacher will make it clear to parents that there is no obligation to make any contribution. No student will be excluded from an activity because his or her parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund a visit, it may not go ahead. Staff organising visits should make this clear to parents.

Activities outside of normal lesson times and not within the National Curriculum (ranging from visits abroad to school matches) are classed as 'optional extras'. Parents may be asked to meet the full cost of these activities. In the case of residential experiences, every effort will be made to offer value for money but the cost might be quite high. It is intended that school-based extra curricular activities should be free or very low cost. The schools will do their best to offer assistance or remission of charges in any case where there is hardship.

Charging Structure

Parents **will** be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in small groups. General fundraising and sponsorship may be used to permit additional activities.

For residential courses during the time of normal school hours, parents can be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards any travel expenses. **The schools will do their best to offer assistance and remissions in any case where there is hardship.**

Parents may be charged for some or all of the cost of damage to school property where this has been intentional.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Non Attendance or Cancellation

There will be no refunds (full or part) for non attendance of chargeable sessions.

Fees for additional sessions are chargeable for a full term and cancellation of the agreement will result in a cancellation charge for the remainder of fees due up to the end of the term. The cancellation charge may be waived or reduced at the discretion of the Headteacher basing individual requests on their own merit. All requests for waiving/reduction of cancellation fee must be put in writing to the Headteacher. Note: late payment may incur additional charges.

Early Years

Nursery Charges for Additional Sessions.

All 3 and 4 year old children have an entitlement to 15 hours funded provision, known as Universal Provision, and this entitlement must always be completely free at the point of delivery. From September 2017 the Government will roll out an "Extended Provision" for working parents which will entitle those who qualify for 30 hours of funded provision per week, free of charge.

Whilst the St Hilda's Nursery is only open for 15 hours per week parents may use some or all of their extended provision with us if they choose. A signed parental agreement will be required for each child detailing the hours their child is attending and identifying which hours are "Universal" and which are "Extended Entitlement".

Additional sessions over and above the child's free entitlement may be available but this is dependant upon the number of children who are attending for funded sessions, to whom priority will be given. Sessions will consist of 3 hours and will be charged at the same hourly rate which is received from the LA for funded sessions (currently £3.98 per hour July 18). The parental agreement should include details of the additional chargeable sessions which will only be guaranteed for the duration of 1 term with the agreement being put into place each term to define requirements, again dependent upon availability.

Nursery Lunch Club

Parents of nursery children are invited to use the Nursery Lunch Club at St Hilda's. This is an added extra and not part of the Universal or Extended Entitlement addition. The charge made consists of 100% of the cost of the meal provided (as charged by County Caterers) and a contribution towards the additional supervision required to run the club. Parents are only charged for the lunch club sessions their children attend. Payment should be made on a weekly basis.

Invoicing and Payment Procedures

An invoice for the additional sessions will be sent to parents weekly or monthly in advance. Where immediate payment of the invoice may cause hardship, parents are advised to contact the Headteacher in writing upon receipt of invoice. The school will do its best to assist with payment arrangements basing individual requests on their own merit.

Signed.....

Chairman of Governor

Approved – Summer Term 2015 Reviewed – Summer Term 2016

Reviewed – Summer Term 2017

Reviewed – Summer Term 2018

Reviewed –Summer Term 2019

Next Review – Summer Term 2020