

Charging and remissions policy

East Ravensdale Church of England
Primary School



Review date: ...Summer 2016

East Ravensdale Church of England Primary School Academy

Charging and Remissions Policy

The purpose of the policy is to ensure that there is clarity and consistency across the school regarding charging for activities. The policy has been informed by DfE guidance.

During the school day all activities that are a necessary part of the National Curriculum or Religious Education will be provided free of charge. This includes any materials and equipment for the activity.

At East Ravensdale we try and make learning relevant and memorable for children, and to this end endeavour to arrange activities and experiences that engage children's interest and support their learning. Where possible, the school meets the cost of these activities. However, on some occasions we are not able to fund the full cost.

The Department for Education states that schools are not permitted to charge for activities, however they may ask for a voluntary contribution. When organising activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute towards the cost of the activity. All contributions are voluntary. **If we do not receive sufficient voluntary contributions, we may cancel an activity.** No pupil will be prevented from participating because his/her parents are unable or unwilling to make a contribution. Parents are entitled to know how an activity is funded, and this information is available on request from the School Office. Often the school, Church Trustees or Parent Fundraising Group will subsidise an activity.

Here are some examples (not an exhaustive list) of additional activities organised by the school, which require voluntary contributions from parents:

- visits and field trips (eg to museums, science activity centres, areas of geographical significance);
- sporting activities where there are costs for transport;
- musical or theatre visits;
- outdoor adventure activities;
- visitors to support the curriculum.

Music Tuition

All children study music as part of the National Curriculum. The school buys in the services of a specialist music teacher, who leads weekly music lessons with children in Kingfishers and Ravens. This tuition includes learning to play specific instruments. Peripatetic music teachers teach individuals or groups of up to four pupils to play a musical instrument. They make a charge for these lessons, which are arranged directly with parents. Any parent wishing to discuss charges should contact the School Office for details.

Swimming

The school organises swimming lessons for KS2 children who cannot swim 25m. These may take place during the school day and, where possible, the school will meet some of the cost of these activities.

Optional activities outside of the school day

We may charge for optional, extra activities provide outside of the school day, for example clubs, family events or theatre visits. Some school clubs (and all holiday activities) are organised by external providers, who will charge parents directly. Such activities are not part of the National Curriculum or Religious Education. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

Residential Visits

The school organises residential visits for children during their time in KS2. All parents are requested to make payment for these visits. In the event of financial hardship, various charitable groups (eg Rotary Club, etc) can be contacted to determine whether financial support can be obtained.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Pupil Premium

The school receives specific funding for certain children. This funding is called 'Pupil premium' and is £1300 per child in 2014-15. The pupil premium is additional funding given to publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

Parents who may qualify for support are those who are in receipt of:

- Income Support;
- Income-Based Jobseeker's Allowance;
- Child Tax Credit provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £15,575 (Financial Year 2008/09);

Children in receipt of pupil premium funding and looked after children will not be asked to pay for any contribution towards activities in, or out, of school.

Breakages

In cases of wilful or malicious damage to equipment (including iPods/iPads) or breakages, or loss of school books or equipment (including iPods/iPads) on loan to children, the Head Teacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

School Meals

Hot school dinners are provided by Cygnet Catering. Parents are charged by Cygnet, although the School Office administers payments. Children whose parents are in receipt of eligible benefits and all children in EYFS and KS1 are entitled to free school meals. Further details and application forms are available from the School Office or on the NELincs website. No cash alternative will be given in the event of a child not taking up the meal offered in respect of free school meals. The school will give notice through newsletters and class letters regarding activities which will result in children being absent over lunchtime. Parents should consider any such events when ordering school meals. Refunds will not be made for meals ordered in error by parents or in the case of a child being absent from school.

Returned Cheques

In the event of a payment being made to the school by cheque, and that cheque being returned due to insufficient funds, a charge may be made to cover bank fees incurred by the school.

Clothing

At East Ravensdale we encourage children to be responsible their own and others property. Each year a large amount of school clothing is misplaced by children and stored in the lost property basket. The school has no responsibility to replace or pay for lost clothing or property. However, the school holds a stock of second hand clothing and may be able to offer like for like for no charge.

Use of hall

The hall may be used by members of the school and wider community. The hirer must fill out a lettings request form (see below). A governor will agree the letting and a hire agreement form will be given to the hirer (see below). The deposit may be retained for cleaning and damages. Further recompense for damages may be sought from the hirer.

This policy will be reviewed by

Adopted by Governors

Signed by Chair of Governors Date.....

East Ravensdale Church of England School

An Independent Primary Academy



SCHOOL LETTING - INITIAL REQUEST FORM

Name of Applicant:

Address:

Telephone no:

Name of Organisation:

Activity of Organisation:

Details of Premises Requested (Hall, Playground, Field etc)
.....

Day of Week Requested:.....

First Choice:

Second Choice:

Third Choice:

Start Time:

Finish Time:

(please allow time for your preparation and clearing up)

Dates Required:

Use of School Equipment (please specify your request):

Details of any equipment to be brought (including electrical equipment)
.....

Maximum Number of Participants:

Age Range of Participants:

Number of Supervising Adults:

Relevant Qualifications of Supervising Adults:

Fee: £15 per hour, £12.50 of each opening and a further £12.50 for each closing. Deposit £20 Total payable:.....

Where applicable have List 99 and /or CRB checks been carried out? When? By Whom? Please provide evidence in the form of original documentation (not photocopies)

.....
.....

Does the Hirer have appropriate policies/procedures to ensure the safeguarding and child protection? Please provide copies of the relevant information:

.....

Dates during the year when the Hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out by producing the schedule of insurance cover.

The Hirer confirms that arrangements are in place with reference to First Aid and they have understood the fire and emergency evacuation procedures.

The Hirer undertakes to comply with regulations regarding the use of own electrical equipment.

Any other relevant information:

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I confirm that I am over 18 years of age, and that the information provided on this form is correct.

Signed:

Date:

East Ravensdale Church of England School

An Independent Primary Academy



HIRE AGREEMENT

1. The Governing Body of East Ravensdale, School Lane, East Ravensdale, DN37 0RX
2. The Hirer:.....
Address:
Telephone:
3. Areas of the school to be Used:
4. Specific Nature of Use:
5. Maximum Attendance:
6. Details of any School Equipment to be Used:
7. Date(s) of Hire:
8. Period(s) of Hire:
9. Fee: £15 per hour, £12.50 of each opening and a further £12.50 for each closing, deposit of £20. Total payable:.....
10. The Governing Body agree to hire the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.
11. The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions document.
12. The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

Signatures:

.....(On behalf of the Governing Body)

(The Hirer)