

# THRAPSTON PRIMARY SCHOOL

## Charging and Remissions Policy



**RESPECT, EMPATHY, AMBITION, COLLABORATION, HONESTY**  
*INSPIRING AND ENABLING EVERY CHILD TO SHAPE THEIR WORLD*

**Approved by:** The Business Management Committee of the Governing Body **Date:** June 2020

**Last reviewed:** March 2019

**Next review due by:** March 2021

It is a requirement that the Governing Body of a school has in place a charging policy. This may be more or less generous than the LA policy but must meet the requirements of the law.

The purpose of the policy for Thrapston Primary School is to make clear under which circumstances a charge will be made to parents. The law on this matter is complex and the rules about when a charge can be made are far from simple. In addition, it is very important that the policy does not create a situation where fewer activities take place. The Governors have therefore tried to balance the need for a policy to be clear and accessible with the requirement for it to remain workable in the wide variety of circumstances that are met in the school.

This policy will be reviewed annually in Term 3

### **General Principle:**

In general, no charge will be made for any aspect of education, including books, materials and equipment, provided wholly or mainly during school hours. However, a charge may be made for activities fitting the exceptions listed below.

### **Voluntary Contributions:**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of an activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

### **Equipment, Materials, Clothing:**

Equipment excludes clothing, including PE kit, which must be provided by, parents, with the exception of essential protective clothing/equipment such as safety goggles.

A fee can be charged for (or parents required to supply) ingredients and materials in areas such as technology that are to be used by a pupil to create his or her own article in a practical lesson. Any subject area can charge for materials, or require the materials to be provided as long as:

- The item is to belong to the pupil.
- It can be taken away by him or her, and
- The parents have indicated in advance a wish for their child to own the product

**Damage/Loss to Property:**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge is to be the cost of replacement or repair, or such lower cost as the Headteacher may decide. A charge will be made in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge is to be the cost of replacement or repair or such lower cost as the Headteacher may decide.

**Lost Library Books:**

There will be a blanket charge of £5 for a lost library book. (Library books rarely cost more than £5).

**Optional extras (including school visits):**

Parents may be invited to make a voluntary contribution for an activity that takes place wholly in school time. Because the activity is optional, parents have a right to choose whether their children should participate or not. Parents cannot be required to do so, nor be required to pay the charges – they must be willing to pay the charge. However, it must also be pointed out that the activity may not go ahead without voluntary contributions. Care needs to be taken when assessing the cost of the activity/visit as some would be unsustainable as they have low basic cost but potentially very high supply cost. Supply costs must be included in the budget for the trip only if there will be a need for the school to have supply cover. In all cases, a statement of activity costs must be drawn up at the organisational stage of the trip (as per instructions on running school trips). The charge levied by the school cannot exceed the actual cost of the trip. Educational activities that take place wholly or mainly outside of school hours will be considered optional extras and as such may be charged.

**The cost of optional extras can include an appropriate element for:**

- Travel
- Board and lodging
- Materials, books, instruments, and other equipment
- Support staff costs
- Entrance fees
- Insurance
- Supply costs

The costs cannot include the cost of accompanying teaching staff, or teachers who have been involved in the organisation of the activity, unless engaged specifically to provide the activity (e.g. tennis coach).

### **Residential Visits:**

A charge can be made for the board and lodging costs of residential visits. The charge must not exceed the actual cost of providing board and lodging for that particular pupil. For example, if different nightly rates are applied by a hotel or hostel to pupils of different ages, the total charge for the party should not be averaged out. Those for whom the charge is greater should pay the larger (correct) amount for them. Parents are given the option to pay in instalments.

### **Activities Partly during School Hours:**

Many school activities take place neither wholly inside, nor wholly outside school hours, but partly in both. In order to determine the classification, the 50% rule is applied:

- **Non-Residential Activities:** If 50% or more is spent on an activity in school time (includes travelling time, excludes mid-day breaks).
- The whole activity is deemed to be inside school time.
- **Residential Activities:** The number of half-days are counted.
- A half-day is any 12-hour period ending noon or midnight. If the number of days and half-days spent on the activity (including travelling time) is greater than the number of school sessions (am and pm sessions) that a pupil would spend on a normal school day, the activity is deemed to take place outside school hours and vice-versa.

### **Transport:**

Parents may be required to meet the cost of transport from/to home to/from an activity sanctioned but not provided by the school.

### **Activities arranged by Third Parties in school hours:**

A 'Third Party' is somebody other than the school. A Third Party who arranges an activity during school hours may make a charge for their services to the parents of the students who are released to participate.

### **Minibus use:**

Each booking will be considered by the Headteacher on an individual basis. A logbook of use is kept by the site.

### **Hire of School Facilities (lettings):**

Charges are made in accordance with NCC guidelines although the Headteacher may negotiate lower rates in line with individual circumstances and the vision of the school's place in the heart of the community, at a charge of at least the cost of providing the facilities.

### **Remissions:**

The criteria for remissions is that used to determine eligibility for Free School Meals. The Headteacher or Governing Body may remit in full or part charges in respect of a pupil if it feels reasonable.

The school has a Pupil Premium Voucher scheme for eligible families to submit an application via the main office to use some of their child's pupil premium funding for costs related to narrowing the attainment gap.

Signposting for financial help is included on the schools trip letters.

### **Extended Services:**

Payments for Breakfast Club, After School Club, Nursery Lunch Time Sessions and Holiday Club are required in advance of the sessions taking place. Bookings are made directly with the admin assistant and an invoice will be produced.

Changes to approved charges will typically be implemented at the start of each financial year, although the Board of Governors may choose to agree additional changes as required.

**Current  
Prices:**

|  |        |
|--|--------|
| Breakfast Club Session                           | £3.50  |
| Breakfast Club Sibling Discounted Session        | £2.63  |
| After School Club Session                        | £10.00 |
| After School Club Sibling Discounted Session     | £7.50  |
| Nursery Lunch Time Session                       | £3.50  |
| Holiday Club All Day Session                     | £20.00 |
| Holiday Club Sibling Discounted All Day Session  | £15.00 |
| Holiday Club Half Day Session                    | £12.00 |
| Holiday Club Sibling Discounted Half Day Session | £9.00  |

|   | 1hour           | 2hours | 3hours | 4hours |
|---|-----------------|--------|--------|--------|
| Hall Hire (External Bookings)                                     | £39.00          | £48.00 | £58.00 | £68.00 |
| Hall Hire (External Bookings) After 10pm                          | £56.00          | £66.00 | £76.00 | £89.00 |
| Hall Hire (before and after school sports clubs for TPS students) | £10.00 per hour |        |        |        |

|                        | 1hour                               | 2hours | 3hours | 4hours |
|------------------------|-------------------------------------|--------|--------|--------|
| Classroom Hire         |                                     |        |        |        |
| 1 Classroom            | £31.00                              | £33.00 | £37.00 | £41.00 |
| 2 Classrooms           | £33.00                              | £41.00 | £49.00 | £57.00 |
| 3 Classrooms           | £38.00                              | £46.00 | £54.00 | £62.00 |
| More than 3 classrooms | To be agreed at the time of booking |        |        |        |

|                           | 1hour                               | 2hours | 3hours | 4hours |
|---------------------------|-------------------------------------|--------|--------|--------|
| Classroom Hire After 10pm |                                     |        |        |        |
| 1 Classroom               | £51.00                              | £53.00 | £57.00 | £61.00 |
| 2 Classrooms              | £54.00                              | £62.00 | £70.00 | £78.00 |
| 3 Classrooms              | £57.00                              | £68.00 | £83.00 | £94.00 |
| More than 3 classrooms    | To be agreed at the time of booking |        |        |        |