



CHARGING AND REMISSIONS POLICY

This policy forms part of the Financial Regulations Manual for Discovery Schools Academies Trust

The charging and remissions policies adopted by each local Advisory Board of Discovery Schools Academies Trust ensures that statutory requirements are met and is intended to reflect the general principles of the Education Act which identifies activities for which:

- Charges will not be made
- Charges will be made
- Charges may be waived

Voluntary contributions

Advisory Boards recognise the valuable contribution that a wide range of activities, including educational visits and residential experiences, can make towards the pupils' personal and social education and therefore encourages such activities as part of a broad and balanced curriculum. Educational and residential trips need to be funded by voluntary contributions from parents which will include both the teacher/helper costs and a contingency fund which, if unused, will be returned to parents after the visit. No children will be excluded from participating in an activity which the school has organised because of unwillingness or inability to pay by their parents. The school is always happy to discuss payment arrangements especially for those people who are receiving family credit or income support. ***However, parents should be aware that some activities may not go ahead if costs cannot be met by voluntary contributions.***

There will be a different charging procedure regarding activities which are deemed outside school hours and this will be made clear at the time, if and when these activities are planned.

The school will always seek to achieve "best value principles" for the all the activities in school such as seeking three quotes before deciding on which transport company is to be used. All staff are conscious of rising costs of education and family budgets and will always try to attempt to keep costs to a minimum.

Advisory Board Members also reserve the right to charge for:

- Damage to fixtures and fittings and loss or damage to equipment, including books
- The cost of materials or ingredients for Art, Design and Technology and cookery when the products are taken home

There is no limit to the level of voluntary contributions which parents or others can make to academy activities, nor is there any restriction placed on the use which can be made of such contributions, provided they are used for the purpose specified in the request for



them. They could, for example, be used to subsidise pupils from low-income families, or the cost of travel for accompanying teachers.

Sections 449-462 of the Education Act 1996 set out that:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because the parents are unable to pay.

If insufficient contributions are raised the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

Swimming

Swimming lessons can only take place if they are funded by voluntary contributions. However, reduced contributions will be sought from parents who are in receipt of income support or family credit. The school organizes swimming lessons for all children in years 4,5 and 6. These lessons take place in school time and are part of the National Curriculum. Due to the distance of the local swimming baths we are forced to ask for a contribution. We inform parents during the summer term when these lessons are to take place in the next academic year, and we ask parents for their written permission for their child to take part in swimming lessons as well as a description of their ability.

Educational Day Visits

In order to support the school curriculum and give children opportunities to explore learning through practical means each year group will organise Educational Day visits. In order to achieve this, the school will ask parents for a voluntary donation of the cost of the trip to their child. Trips will be organised where similar or same activities cannot be achieved in school.

Residential visits

The school organises residential visits in school time to provide education directly related to the National Curriculum, we ask parents to make a voluntary contribution for the educational activities. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence to the Headteacher. There are a range of payment plans that the school can organise.

Currently the school organises a residential for Year 5.

Uniform

As a school we ask parents to ensure children wear an agreed list of school uniform. We do not expect all school uniform to be bought from school and we do accept that some parents might wish to purchase plain blue jumpers. The processes for purchasing school uniform from a range of companies follows the school "Best Value" systems. The KPA sells uniform and any profits are re-invested in the school.



Fundraising Events/Non school uniform days

When the school holds a fundraising event for charity or other the beneficiary will be agreed in advance and reviewed with the school council. Non-school uniform day and other dressing up activities to raise money are all voluntary. All donations are voluntary and children will not be prevented from joining in even they have not made a donation.

Enrichment Activities

In order to enrich the children's experiences, various visits or activity days are organised related to specific topics. The costs of such events could be subsidised from the School Fund and a voluntary contribution from parents will be sought.

After School Activities

Charges may be levied for additional activities provided outside school hours and are organised by outside agencies. The school will only support these activities where it feels it will enhance a child's education and provide a fair value for money. The charging for these optional activities will be dependent upon the costs incurred and will be at the discretion of the Advisory Board, through the Head Teacher. The charge to any one pupil will not exceed the actual total cost of the activity. The Advisory Board reserve the right to subsidise specific activities that they feel will support school initiatives.

Education Provided Within Academy Hours

Education provided by any Academy for its registered pupils should be free of charge if it takes place wholly or mainly during academy hours, academy hours being those hours when an academy is actually in session and not including the break in the middle of the day. This means that neither the pupil nor his or her parents or guardian may be required to pay for, or to supply, any materials, books, instruments or other equipment for use in connection with education provided during academy hours.

Education Provided Out of Academy Hours

Where education is provided out of academy hours, charging is permitted, except where the education is provided:

- a) to fulfil any requirements specified in the topic of study, or
- b) specifically, to fulfil statutory duties relating to the National Curriculum c) to fulfil duties relating to Religious Education.

Sports Hall Hire

The sports hall may be hired as per terms in the sports hall hiring policy - see appendix A

Charging Policy

- a) If a charge is made for each pupil it should not exceed the actual cost. If further funds are needed for additional costs e.g. to help hardship cases this must be by voluntary contributions or general fund raising.



School Meals

Parents will be charged for school meals at the current rate charged by School Food Support and agreed by the Advisory Board with the exception of those children receiving Free School Meals.

The outstanding debt must be settled by the following Monday morning and future meals for that week must be paid in advance before any further meals are provided. If the debt is not settled at the start of the following week, parents must either provide a packed lunch or take the child home for lunch. In a case when a debt payment is not received nor a packed lunch provided, the school will phone the parent to remind them to come to school with the money. Otherwise they must provide sandwiches before lunch time or arrange to take their child home for lunch. If payment of the debt is not received by the following day, the Head teacher reserves the right to begin formal proceedings against parents to recover the debt and to ensure that parents are aware of their duty of care to provide food for their children at lunchtime.

Unpaid debts for children who have left the academy - a full debt letter will be sent to their home address in September. If the debt remains outstanding it will be taken to the Advisory Board and recovery pursued via a small claims court.

Any change in policy requires the approval of the Advisory Board.



The Charging and Remission Policy has been discussed, ratified and minuted by the Advisory Board of

Mowmacre Hill Primary being part of Discovery Schools Academies Trust Ltd

Policy prepared: October 2017

Approved as part of document approval:

Signed by:

Chair of Advisory Board: Date:

Head Teacher: Date:



Appendix A

Mowmacre Hill Primary School Sports Hall Policy

Aim

The aim of this policy is to outline pay and costs of hiring the Sports Hall to the local community so that:

Costs are kept as low as possible to ensure access to the local community.

The school neither makes a loss, nor a profit when hiring it out.

Payment of opening and closing is consistent.

Time of Lease	Fee charged for unattended hire	Fee charged for attended hire	Amount paid to staff
<u>Monday to Friday</u> 7:30am – 5:30pm (term time only)	£7.50 ph	£17.50ph	N/A
<u>Monday to Friday</u> After 5:30pm and all day during school holidays Minimum hire time 2hrs	£15 ph	£25 ph	2hrs Rate: Single pay (approx £22)
<u>Weekend Rate*</u> Minimum hire time 1.5 hrs	£17.50 ph	£35 ph	2 hrs Rate: 1 1/3 x pay (approx £30)

* includes between the hours of 12pm and 5am on weekdays

Rates paid are the premises officer wage, at their casual rate. Amount is based on allowing half an hour to open the premises and half an hour to close and secure it. It also takes into account some travelling time.

Prices do not include VAT. VAT is not payable if 10 or more sessions are booked and paid for in advance. VAT is also not applicable for changing rooms only.



CONDITIONS AND REGULATIONS FOR THE HIRE OF THE SPORTS HALL.

1. Those admitted to the Sports Hall must observe the conditions and regulations. The security is the responsibility of the hirer. In the event of an emergency, occupants must leave the premises by the nearest exit the assembly point is identified on the fire action notices. A fully working mobile phone must be present in case there is a need to call the emergency or any other services. This is the responsibility of the hirer. Ensuring occupants are fully aware of these housekeeping arrangements and a full register of attendance is also the responsibility of the hirer. Together with the safekeeping of the key provided (for playground gate) when appropriate.
2. The management group reserves the right to refuse admission, or to evict, any person from the Sports Hall.
3. Casual bookings should be made within 48 hours of the hire. Payment should be made before the hire takes place.
4. Casual use excluding, hiring may only be made by those over 18 years.
5. All periods of hire are inclusive of setting up and setting down time. This should be borne in mind when making bookings.
6. For block bookings, prospective hires should indicate whether the sessions would continue through the school holiday closure.
7. One month's notice of the termination of an agreement should be offered on both sides.
8. The management group reserves the right, at their discretion to determine the availability of facilities and to cancel sessions without notice.
9. Any damage done to the Sports Hall property and equipment - fair wear and tear accepted – will be made good by the management group, and the cost thereof will become a debit due from the person or organization responsible for the damage. NB No heavy balls to be used as these may damage the lights.
10. Black-soled shoes or outdoor footwear will not be allowed in the Sports Hall. Those participating are requested to wear appropriate dress for the activity in which they are engaged. Hirers need to provide their own equipment, this cannot be stored or left on the premises.
11. Smoking is not permitted anywhere on the site.
12. Plastic water bottles may be taken into the Sports Hall, but food should not be taken into the Sports Hall.
13. Drinking alcohol is not permitted anywhere in the Sports Hall, except at special events for which a license must be issued.
14. Only service dogs are admitted to the Sports Hall.
15. Changing rooms and showers should be used properly and sensible.
16. Any damage, defects or hazards should be reported by the hirer to the office at the first available opportunity.
17. The hirer and the hirers will be responsible for the safe keeping of their belongings.
18. Under no circumstances will the management group accept responsibility for, or liability, in respect of any damage, theft or loss of any property, goods or other articles placed, deposited, brought into or left upon the premises either by the hirer, for his or her use or purposes, or by any other person.
19. Anyone entering or using the Sports Hall does so at his or her own risk, and the management group accepts no liability in respect of any loss, damage or injury, however caused. It is the hirer's responsibility to have a qualified first aider on site and fully working mobile phone for emergency calls. In the event of an accident, a form needs to be completed and the school informed within 24 hours.
20. Guests and other visitors should be made aware of these conditions and regulations by the hirer.