



Policy title: Charges and Remissions Policy

Policy folder: School Management – Finance

Last reviewed: June 2021

Next review: June 2022

Lead by: SBM

Responsible committee: Full Governing Body

## **Lantern Lane Primary School Charging and remissions Policy**

This policy aims to provide a framework which the school works to when dealing with charges for school activities that are both in and out of school hours and that are in addition to the required School Curriculum.

This policy is formed from the guidelines offered to School Governing Bodies from Nottinghamshire County Council.

### **Activities, trips and residentials during and outside of school hours**

1. It is the school's policy that all educational activities, trips and residentials either during school hours or out of school hours should be self-financing and should not be financed by the school budget.
2. All actual costs will be assessed before any activity, trip or residential takes place to view the total costs involved. These can include:
  - Transport
  - Admissions
  - Equipment
  - Materials
  - Food
  - Drinks
  - Ingredients
  - Board
  - Lodgings
  - Supply teacher costs
  - Travel expenses
  - Cost of online payment system
3. It is the school's view that teacher's participation in any activities, trips or residentials is on a voluntary basis and therefore no additional payment is made to the teacher taking part whether they are during or out of school hours.
4. On costing any activity, trip or residential the school adheres to best value practice and will try to view three quotes for any services or products over the value of £100.
5. The school views that all educational activities, trips and residentials either during school hours or out of school hours are subject to seeking voluntary contributions from parents of pupils wishing to participate.
6. On organising all educational activities, trips and residentials an initial letter is sent to all parents explaining the nature of the proposed activity and its educational value.
7. The school makes clear to parents if contributions are requested that:
  - (a) there is no obligation to contribute,
  - (b) pupils will not be treated differently according to whether or not their parents have contributed. Parents are invited to make a contribution towards a school activity, trip or residential planned but no pupil will be

omitted from the visit if the pupil's parents decline to contribute for whatever reason.

(c) if insufficient funds are received the activity, trip or residential will be unable to take place.

8. Voluntary contributions towards activities, trips and residentials are not capped and a request for a contribution towards the cost of a school visit will include an element to cover the cost of subsidising pupils from low income families\* or the costs incurred by accompanying teachers.
9. All activities organised by an outside agency and organised outside of school hours are subject to being optional extras and therefore should be self financed. Where a pupil is disadvantaged by economic circumstances (this usually means being in receipt of free school meals), they can apply to be financially supported by the pupil premium fund. This will enable them to access activities from which they would otherwise be excluded due to their inability to pay. Approval for this should be obtained from the Headteacher or School Business Manager.

\*if a pupil's parent/carers receive one of the following payments:

- Universal Credit with an annual net earned income of no more than £7,400,
- Income Support,
- Income-based Job Seeker's Allowance (JSA),
- Income-related Employment and Support Allowance (ESA),
- Support under Part 6 of the Immigration and Asylum Act 1999,
- The Guarantee element of State Pension Credit,
- Working Tax Credit run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit),
- Child Tax Credit (with no Working Tax Credit) with an annual income of nor more than £16,190.

### **Reimbursements for school trips and activities**

10. Refunds for school trips or activities will be issued as follows:

- Pupil on family holiday – No refund
- Pupil ill – Refund, less deposit where applicable
- Pupil excluded from trip due to school decision – Full refund
- Pupil no longer wishes to attend – No refund

### **Musical Instrument Tuition through Inspire Music**

11. Our charging policy is to cover the cost of tuition from parental charges.
12. The cost of tuition will be remitted in full where parents of a pupil are in receipt of free school meals or working tax credit (NHS exemption). In these cases, the cost of tuition will be borne by the school during the first seven lessons and by Nottinghamshire County Council thereafter, if recommended as eligible for the Remission Scheme.
13. Parent/carers are asked to make a term's commitment to tuition. Payment must be for a term in advance.

14. The initial cost of tuition **per term** for a group lesson will be **£67.87** per pupil. This scheme is self-financing and non-profit making. A nominal maintenance charge of £15.00 per term for an instrument will be made, if applicable, to help maintain the instrument in good condition.
15. Parent/carer's own insurance must cover the cost of replacement/repair should damage occur. Advice will be given by the instrumental and music teacher.
16. The school reserves the right to end tuition if it does not consider groups to be viable. This will always be done after consultation with the instrumental teachers and parents.
17. If a lesson is missed due to teacher absence then a reimbursement will be made at the end of the year, if the appropriate total number of lessons has not been given. Unless illness is of a long term nature there will be no reimbursement when pupils are absent.

### **Lettings (see also Lettings Policy)**

18. Before/After School Club (7.30 – 8.30 am and 3.00 – 6.00 pm) - Daily letting charge £28 per day. Payments made in advance by cash, cheque or by standing order to the school budget bank account.
19. Holiday Classroom Lettings (Annex Building) – Daily charge £100 per day inclusive. Payments made in advance by cash, cheque or by standing order to the school budget bank account.
20. Conference room during school hours - £10 per hour
21. Refreshments (tea/coffee) – £1.25 per person
22. Catering - School meal or finger buffet at price quoted by provider at the time by agreement

### **Administration Fees**

#### Photocopying

- |                                      |     |
|--------------------------------------|-----|
| 23. A4 single sided black & white    | 5p  |
| A4 single sided colour               | 10p |
| A4 double or A3 single black & white | 10p |
| A4 double or A3 single colour        | 20p |

#### Postage

24. Charges for postage will be in line with the current Royal Mail charges for 1<sup>st</sup>/2<sup>nd</sup> class or other deliveries

#### Other Admin charges

25. Charges may apply for paper copies of large amounts of published school information. See Freedom of Information Policy for further information.

## **Childcare Provided by the School**

### Toddler Group

26. Entry fee £1.00 (contributes towards refreshments, usage of toys, supervisor salary)

### 27. Extended Foundation Stage Care

Lunch club £4.00 per session

AM/PM care £12.50 per session

## **Other Charges**

### 28. Replacement Items

A partnership book is given to each child at the beginning of every academic year and a school water bottle and book bag are given to each child on entry to the school.

The school will charge for replacement partnership books, water bottles and lids and book bags.