



SPRING BROOK SCHOOL

Charging and Remissions Policy

Aim

Spring Brook School believes in the highest quality of provision for its students and allocates resources appropriately and within guidelines to ensure that good value for money is achieved.

This document sets out the Charging and Remissions Policy of Spring Brook School and provides information to parents/carers and staff on the circumstances where the school would charge for activities, whether these are within school hours or outside of school hours. It also provides information on activities where no charge is made and the circumstances under which voluntary contributions will be requested from parents/carers.

The Charging and Remissions Policy is an integral part of our inclusive arrangements for students and is applied equally to all students.

Questions and queries about this policy or discussions regarding the application of this policy to an individual student can be addressed by contacting the main school office in the first instance. Enquiries will be dealt with in confidence by a senior member of staff.

Responsibilities

The Governing Body of the School is responsible for determining the content of the Policy and the Head teacher for implementation. Any determinations with respect to individual circumstances will be considered jointly by the Head teacher and the Governing Body.

Publication of Information

A summary of this Policy will be included in the School prospectus which will specify what charges are/are not to be made and for activities where voluntary contributions will be invited from parents/carers. The Policy will also be published on the School website.

Prohibition of Charges

The Governing Body recognises that legislation prohibits charges for the following;

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

- Education provided outside school hours if it is part of the National curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Instrumental or vocal tuition for pupils learning as individuals or in groups as part of the curriculum.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transporting registered pupils to or from school premises, where the Local Education Authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Governing Body of Local Authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement, where he/she has been prepared for that examination by the school
- Transport provided in connection with the trip

Charges

The Governing Body has made the following determinations:

School trips/Visits and Activities during School time

When organising school activities, trips or visits which enrich the curriculum and enhance the educational/social development of the children, the Governing Body has decided not to ask for any contribution from parents/carers.

Residential Trips

The Governing Body has determined that no charges will be made in respect of residential trips which contribute to the educational and social development of the pupils

Out of school clubs and Activities

There is currently no contribution required from parents/carers in respect of out of school clubs and activities including reward trips

Music/Vocal Tuition

No charge is made for music/vocal tuition where it is part of the curriculum. A charge will be levied where additional tuition has been requested by a parent/carer.

Swimming

No charge is made for swimming sessions which are part of the curriculum

Uniform

Each pupil at Lower school will be provided with two new sets of school uniform free of charge on admission and annually. Upper school children will be provided with one set. Additional and replacement items of school uniform will be chargeable. Current charges are available from the school on request. Blazers will be available to purchase on request

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 will be the cost of replacement or repair, or a lower cost may be set at the discretion of the Head Teacher.

A charge will be levied 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 to be the cost of replacement or repair, or a lower cost may be set at the discretion of the Head Teacher.

In cases of accidental damage to property, the decision as to whether the school should cover the full cost is at the discretion of the head teacher. In any matter of dispute arising over interpretation, the Governors will be guided by the DFE and the Local Authority.

Examination Entries

A charge will be levied in respect of examination entries and re-sits for pupils where the school has not prepared the pupil for the examination. Staff requesting entry to sit external examinations which have been paid for by the school will be re-charged according to the fees levied by the respective exam board

Materials & Textbooks

Where a pupil or parent/carer wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. The charge will be determined by the Head Teacher.

Food Technology

Ingredients for food technology lessons are provided by the school

School Meals and snacks

School lunches (child and adult) will be charged in line with Oldham Council charges and are reviewed annually. Pupils entitled to Free School Meals will be provided with a free meal on production of evidence of entitlement. Staff on formal lunchtime supervision will be entitled to a free school lunch.

The school operates a breakfast club. The head teacher has decided not to ask for any contribution from parents/carers; however charges will be levied for staff.

The school provides fruit and light refreshments to pupils at break time for which there is no charge however charges will be levied for staff

There will be no charge to pupils for refreshments (e.g. bacon sandwiches) provided as part of the school reward scheme; however, charges will be levied for staff

Current charges are available from the school on request

Staff refreshments

No charge will be levied to staff or visitors to Spring Brook School in respect of tea/coffee provided in the staff room and meeting rooms.

School Vehicles

In circumstances where a member of staff/third party has been authorised to loan a school vehicle for personal use, a recharge towards the cost of fuel and running costs will be levied. The charge will be per mile using the Local Authority mileage rates which are reviewed annually.

The school will loan the mini bus and people carriers to other Council employees and school's under the governance of Oldham Local Authority – charges available from school office.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. See School Lettings Policy

There will also be a charge to any professional/School/Community group for use of the coffee machine – charges available from school office

Training

The school provides TeamTeach training to third parties. The scale of charges will be determined annually by the Finance Committee.

Items on loan

The school loans items to staff including laptops and mobile phones. These items are the responsibility of the user at all times, in school and off site including the individual's home. In circumstances where items of school property are lost or damaged and the cost of repair or replacement cannot be claimed through the school's insurance, the cost of repair or replacement will be the responsibility of the user.

Use of school photocopiers

The use of school office equipment such as photocopiers for private purposes is permitted subject to authorisation from the business manager. The school will levy a charge for use of such facilities. The scale of charges is available from the Finance Manager.

Occupational Health Services (Staff)

In circumstances where a member of staff fails to attend or cancel an Occupational Health Appointment (including physiotherapy) without giving the required notice, the member of staff will be liable for any cancellation costs. Charges are determined by the Occupational Health provider.

Optional extras

- Individual requests for financial support to enable students to access developmental activities which are not being delivered by the school will be considered on a case by case basis by the Governing Body. Requests must be made in writing.
- The Head Teacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report
- The head teacher may levy charges for the sale of obsolete or unwanted items of school property to staff or third parties

Recovery of Costs

The school has a protocol for the recovery of costs in relation to chargeable activities (see Appendix A) Payments can be made in cash or by cheque to the school offices. Where attempts by the school to recover costs have failed; the Local Authority will pursue the debt on behalf of the school. In all cases, the possibility of taking legal action to recover the debt must be considered

In situations where a debt has accrued, consideration will be given by the Head Teacher to writing the debt off in accordance with the following limits:

- Up to £100 – Head Teacher may authorise write off
- Over £100 – Governing Body Finance Committee may authorise write off

Remissions Policy

We believe that no student should be disadvantaged as a result of home or family circumstances and apply a remissions policy. The Head Teacher and Governors may remit some charges in part or in full as reasonable in particular individual circumstances.

Children whose parents/carers can prove that they are in receipt of the following benefits will, in addition to having a free school lunch entitlement, also be exempt from the cost of board and lodging during residential trips. The relevant support payments are;

- Universal credit
- Income Support (IS)
- Income based jobseekers allowance (IBJSA)
- Support from NASS (National Asylum Support Service) under part 6 of the immigration and Asylum Act 1999
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- The guarantee element of state pension credit
- Income related employment & support allowance

- Working Tax Credit run-on

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 the trip or 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 will not take place.

Parents/carers will be invited to make a voluntary contribution for the following:

- board and lodging on residential visits (not to exceed the costs)
- Accidental damage to property by pupils

The terms of any request made to parents/carers will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents/carers:

- a) that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay, and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

Voluntary contributions will be used to:

- offset the cost of board and lodgings
- offset the cost of insurance
- offset the cost of repair/replacement where property is accidentally damaged

Signed _____
(Chair of Governing Body)

Date _____

This Policy was adopted by Governors on 6th May 2014
Reviewed: August 2015
Next review: May 2016