



**Polehampton C. of E. Schools Federation**

**Charging and Remissions Policy**

**Document Version: 3**

**Initial Approval Date: 9.5.13**  
**Review Period – as required**

**Document History**

<b>Version</b>	<b>Issue Date</b>	<b>Comments</b>	<b>Total pages</b>	<b>Signed by chair of committee</b>
1.0	9.5.13	First federation policy		
2.0	21.6.16	<i>Reviewed – no changes</i>	5	
3.0	28.11.17	<i>Policy amended to reflect change to parental voluntary contributions</i>	8	

**Polehampton Church of England Schools Federation  
Charging & Remissions Policy**

**Vision and Values**

**“Through Inspiration, Faith and Love,  
We learn, grow and succeed”**

Junior School

**To be an inclusive and caring Christian community where everyone is encouraged to  
aim high. Every Child Matters. Every Person Matters.**

Infant School

**General Points**

The Governing Body accepts, whilst the two schools are federated, that there are differences in practice between the Infant and Junior School, due to the facts that

- There are more opportunities for older children that involve additional payments (residential trips, music tuition, etc)
- The Junior School can apply to the David George Trust for funds to support suitable activities.

The Governing Body will expect all activities wholly or mainly outside school session time not to incur a cost to the school budget unless the Governing Body has been consulted and decided otherwise.

The Governing Body may ask for voluntary contributions for school activities that are either wholly or mainly in the school session and incur a cost to the school that is over and above the normal day to day expenditure.

‘School hours’ are those in which the school is actually in session, not the midday break.

**Legislative background**

Education Act 1996: sections 402, 450 – 458, 460

**Further information**

‘A Guide To The Law For School Governors’, Chapter 24, DfEE  
‘Offsite and hazardous activities guidance manual’, Wokingham.

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**Admission**

No charge is made for admission.

**Education during School Hours**

*Charges may be levied as follows:*

**Instrumental Musical Tuition**

The school has the right to charge for the full cost of providing this type of tuition to individual pupils or groups of pupils in groups up to four where that tuition does not form part of the National Curriculum. Currently, this type of tuition is provided by teachers from Berkshire Young Musicians Trust and Rock and Pop Academy Ltd they levy their charges directly according to their own policy on charges and remissions.

### **Materials used in Design & Technology, Art & Design etc**

A charge may be levied if parents wish to own a finished article. For example, the school might ask parents to provide the necessary materials for the project e.g. some items of food for Food Technology. Any charge will not exceed the cost of the materials.

### **Non-school Organisations**

A non-school organisation that arranges an activity to take place during school hours may charge parents who want their child to join the activity.

### **Educational Visits and Special Events**

Parents may be asked to make voluntary donations for an activity or event totally, partially or not at all.

Activities that take place during the school day will be open to all children whether or not their parents make a contribution.

Parents will be warned in advance that unless sufficient funds are collected, the activity may have to be cancelled.

The cost of activities may be supplemented from school funds at the discretion of the Headteacher.

No child may be taken on a school trip on transport unless the school has received a permission slip. (See School Visits Policy)

### **Out of School Activities**

An 'out of school activity' is one that takes place wholly or mainly outside school hours. This is then defined as an 'optional extra' and a charge can be made.

Charges for 'optional extras' outside of school hours may include:

- travel, board and lodging for pupils
- materials, books and equipment
- entrance charges to facilities
- staff costs - both support and teacher costs (where a teacher/instructor has been engaged specifically to provide the activity).
- insurance.

With an 'optional extra':

- Parents can choose whether their children attend or not;
- No profit can be included from any charges made - it is to be based on the actual cost of the activity divided by the number of pupils taking part;
- Charges on some cannot be used to subsidise others i.e the cost will not include a share of the cost of any remissions - if further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fund-raising;
- A charge cannot be made for alternative provision for any pupils not attending.

*For day activities, if most of the time spent is during school hours then the activities count as taking place entirely within school hours and no compulsory charge may be made. If most of the trip is outside school hours then a charge is allowed. Only the element of travel that takes place during school hours may be counted as part of the activity.*

For residential activities, a trip counts as falling within school time if the number of sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity.

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Both our residential trips for Years 5 and 6 are considered to be within school hours and not an optional extra.

### **Damage to property**

The Governing Body reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

### **Remissions**

The Governing Body does not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The Governing Body will:

- Remit all charges otherwise payable by parents of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents are in receipt of;
  - Income Support (IS);
  - • Income-Based Jobseekers Allowance (IBJSA);
  - • Support provided under Part VI of the Immigration and Asylum Act 1999;
  - • 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 £16,190 (Financial Year 2012/13)
  - • State Pension Credit, where the parent is in receipt of the guarantee credit; and
  - • Income-Related Employment and Support Allowance.
- Give consideration to remitting all or part of any charges payable by a parent of a pupil in all other instances pursuant to its charging policy.

The Headteacher will decide whether there are sufficient funds to permit a trip to go ahead.

The Headteacher will seek financial support from the David George Oakdale Trust, Polehampton Trust and other charities to help families who are in need.

### **Pupil Premium**

Currently, schools are given money each academic year for pupils who have ever been in receipt of free school meals. The school is allowed to use these funds to support these pupils. We would consider each child's needs individually and may consider using pupil premium funds to support children to experiences that would normally require parents to pay.

### **Voluntary Contributions**

Following a consultation with parents in the Summer term 2017, the schools now both make a request for a voluntary contribution from their parents.

See appendix 1 for the Infant letter to parents, appendix 2 for the Junior letter to parents.

### **Monitoring and Evaluation**

The policy will be discussed as required by the Finance and Human Resources Committee of the Governing Body. The Headteacher will report to the committee on the workings of the policy, new legislation and any issues that may have arisen.

**APPENDIX ONE – INFANT SCHOOL LETTER TO PARENTS**

September 2017

**Parental Voluntary Contributions**

**Parental Voluntary Contributions** are requested each year by our school. This contribution is to help pay for consumable materials. These materials include items essential to every child – books, paper, pencils and arts and craft materials. The cost of materials to the school is considerable and we are very grateful to parents who assist us in this matter.

**In the summer term, we had a survey for parents regarding the voluntary contributions the school requests from parents.**

We asked if parents would be happy to increase the amount requested. We were asking in response to the growing pressures on our school budget and also because we hadn't increased our £10 annual request for over 14 years.

**100% of parents said yes they would be happy to increase the annual amount.**

<b>We asked how much parents would be willing to contribute each term.</b>	<b>responses</b>
less than £10	14%
£10 termly	45%
£20 termly	27%
£30 termly	5%
£40 termly	5%
more than £40	14%

We asked for other comments. Many people expressed ideas about how frequently they would like to make the donation – opinions did vary on this matter too, from termly, annually with a few people saying monthly.

So we have decided to make our request allow for everyone's preferences.

We are very grateful to the PTA for managing this process. In order for the PTA to raise additional funds for the school, please return your contribution together with the attached **Gift Aid Declaration**.

Payments are requested as cash or a cheque made payable to **Polehampton C. of E. Infant School PTA**. If you would prefer to make a monthly bank transfer, then we are happy to receive that – please email the school admin for details. However, we would be unable to claim Gift Aid on this type of donation.

**We very much appreciate these voluntary donations** – we will use every penny carefully to continue to provide an excellent education for every child.

Yours sincerely,

Miss Helen Ball  
Headteacher

**Parental Voluntary Contributions**

**Child's name** \_\_\_\_\_ **Class**

\_\_\_\_\_

**Termly Contribution**

£10		£20		£30		other	
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**OR**

**Annual Contribution**

£30		£60		£90		other	
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**We are grateful for anything you are able to contribute.**

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# Polehampton

CHURCH OF ENGLAND JUNIOR SCHOOL

Kibblewhite Crescent, Twyford, Berkshire RG10 9AX

Tel: 0118 934 1338

Fax: 0118 932 1316

Email: [admin@polehampton-jun.wokingham.sch.uk](mailto:admin@polehampton-jun.wokingham.sch.uk)

Web: [www.polehampton-jun.wokingham.sch.uk](http://www.polehampton-jun.wokingham.sch.uk)

Headteacher: Mrs Penny Litson. B.Ed (Hons)

22.9.17

Dear Parents

In response to growing pressures on our school budget we conducted a survey last term to gather your views regarding making voluntary contributions to the school to help us maintain the high standards of education for your children.

Thank you very much for your responses, the results of which are below.

How much would parents be willing to contribute each term	Responses
I would not make a voluntary contribution	17%
Less than £10	19%
£10	20%
£20	20%
£30	17%
£40	6%
More than £40	19%

Your comments included the frequency of payments, i.e. termly, annually or monthly; whether voluntary contributions would be per child or per family and what your contributions would be used for.

In the light of these comments and the range of responses, we would like to invite you to donate as much or as little as you feel you are able, whenever, and as frequently as you would like. Please be assured that every voluntary donation you make will be highly valued.

We are grateful to the PTA for managing the payment process. Your voluntary donations towards equipment in school can be Gift Aided through the PTA, increasing your donation by 25% with no further cost to yourself. Please complete the Gift Aid declaration form when you make your first donation.

You may choose to donate a regular amount, e.g. £30 a term. To do this you can set up a bank transfer or standing order to Polehampton Junior School PTA, NatWest account number 13259237, sort code 60-17-21.

Please quote a reference of your child's name on the transfer. Alternatively, cash and cheques, made payable to Polehampton Junior School PTA, can be brought into the school office marked: 'for the attention of the PTA'.

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Donations will go towards equipment in school; initially this will be the further upgrading of our IT provision to help better prepare children for a fast changing technological future.

Aside from your donations, we will of course continue to be seeking benefit from the ongoing and invaluable financial support of the David George Trust, Polehampton Charities and from the annual calendar of PTA events. These organisations help us to fund specific items and numerous educational visits and events for the children. A timetable of visits and costs for the year is being finalised and will be put on the website for your information.

Any donations you can make are entirely voluntary, and gratefully received to contribute to the furtherance of your child's excellent education at Polehampton.

Yours sincerely

Penny Litson  
Headteacher