



**SEVA SCHOOL**

## Charging and Remissions Policy

	Date	Approval By
Approval	10.10.16	Finance Audit and Buildings Committee
Next Review Date	October 2017 (annually)	-
Signed		

## **Seva School Charging and Remissions Policy**

### **Introduction**

The Seva School is a new all through school and is a member of the Sevak Education Trust.

### **Aim of this policy**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

### **Guidance on which the policy is based**

This policy has been compiled in line with DfE requirements and in accordance with Section 457 of the Education Act, 1996.

### **Activities for which charges cannot be made**

The Governing Body recognises that legislation prohibits charging 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 Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education.
- Tuition for pupils learning to play musical instruments, if the tuition is required as part of the Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Entry for a prescribed public examination, if the pupil has been prepared for it at school.
- Education provided on any trip that takes place during school hours that is part of the Curriculum or an examination course.
- Education provided on any trip that takes place outside school hours if it is part of the Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education.
- Supply teachers to cover those teachers who are absent from school, accompanying pupils on Curriculum or examination courses.
- Transporting registered pupils to or from the school premises, where in the past, the local education authority has had a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Local Governing Body or in the past, the local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at school.

## Activities for which charges may be made

The Local Governing Body and Head of School will consider asking parents/carers to meet the costs of the activities detailed below. The charges will be made after consultation with parents/carers, will not exceed the cost of the provision and will be proportionate for each pupil. Lessons / activities will not be confirmed until parental/carer agreement has been received, ideally by return of a signed reply slip.

Activity	Note
<b>Board and lodging on residential trips</b>	Information about activities and costs to be distributed to parents/carers well in advance of any trip, to enable financial planning by the family to take place
<b>The proportionate costs for any pupil on activities wholly or mainly outside school hours ('Optional extras') to meet the costs of:</b> <b>Travel</b> <b>Materials and equipment</b> <b>Non-teaching staff costs</b> <b>Entrance fees</b>	Unique to Coventry, SEVA displays its green credentials by having a Travel Plan where 58% of children are transported to and from school everyday
<b>Vocal and musical instrumental tuition</b>	Charges to cover parent options for instrumental and musical tuition
<b>Re -sits for public examinations where no further preparation has been provided by the school</b>	
<b>Examination fees where a pupil fails without good reason to sit an exam</b>	After consultation with parents/carers
<b>Any other education, transport or examinations where no further preparation has been provided by the school</b>	
<b>Any other education, transport or examinations fee unless charges are specifically prohibited</b>	
<b>Breakages, repairs and replacements as a result of damage caused wilfully or negligently by the pupil</b>	
<b>Extra-curricular activities and clubs</b>	Charges to cover the additional costs incurred by the school, beyond any element covered by public funding
<b>Ingredients/Materials/Equipment (in kind)</b>	The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'. This is directly relevant for the cost of

	materials/ingredients for the following subjects: CDT, Science, Art/Craft and Food Technology.
<b>Damage/ vandalism / loss to and of school property or services</b>	Charges will be made after consultation with parents/carers and will not exceed total replacement /repair costs
<b>Replacement of any damaged parts caused by pupils setting off fire alarms unnecessarily or maliciously</b>	A charge of £50 will be made to a pupil who deliberately triggers the fire alarm knowing there to be no fire.

The school will make every effort to ensure that all information clearly defines costs and activities as simply and clearly as possible and is communicated well in advance, to enable families to plan for these charges.

### **Remissions Policy**

As far as its resources allow, the school will support pupils and their families to participate in the full range of activities which will be offered as part of the curricular and extra-curricular provision, where a voluntary parental contribution may be necessary, for any activity to be financially viable. This applies particularly to those pupils whose families receive support payments, such as those detailed below. While each case for support will be reviewed sympathetically, and in full confidence, the school itself has only limited resources at its disposal, and will seek to use these resources prudently to support the greatest number of its pupils.

Pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement over and above the universal Key Stage 1 entitlement, also be entitled to apply to the school for some remission of charges for board and lodging costs during residential and other school trips.

The relevant support payments are:

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1998
- Child Tax Credit, where the parent/carer is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed income limits set by HMRC for that that year
- Guarantee element of State Pension Credit

### **Voluntary Contributions**

The Executive Principal may ask parents/carers for a voluntary contribution to support school activities.

The terms of any request made to parents/carers will specify that it is 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.
- b) That pupils at the school will not be treated differently whether or not their parents/carers have made any contribution in response to the request.
- c) The activity may not take place if insufficient contributions are made.

The responsibility for determining the level of voluntary contribution will be delegated to the School Business Manager under the direction of the Head of School.

### **Lettings**

The school will make its facilities available to outside users and the community at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. For users connected to the school, the charge will be based on the site staff overtime costs.

All potential school users will be made aware on application that they will be expected to use the school in accordance with the ethos of the Sevak Education Trust and the school.

### **Other charges**

The Executive Principal or the school Finance Audit and Buildings Committee may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

### **School Lunch and Breakfast Meals**

The Finance Audit and Buildings Committee will determine and publish annually the price to be charged for school meals.

Where the school runs a Breakfast Club, providing simple meals or refreshments, the Finance Audit and Buildings Committee will determine the costs, or if the breakfast can be provided free of charge. Parents and carers will be notified of this in special circumstances (see overleaf).

### **Monitoring and Review**

The **School Business Manager** will monitor the implementation of this policy and will make a written report to the Finance Audit and Buildings Committee on an annual basis, presenting a summary of all charges and costs regarding this policy made over the last year, plus any recommendations to amend practices and procedures.

### **End of policy statement**