

# Charges and Remissions Policy

Baslow St Anne's C of E Primary School



# Baslow St-Anne's C of E Charges & Remissions Policy



*Growing healthy minds and hearts together*  
"Life in all its fullness"



| Version/ Issue | Date    | Minute Number | Author       | Reason for Change |
|----------------|---------|---------------|--------------|-------------------|
| 1              | 26.3.20 |               | Tony Mottram |                   |
| 2              | 7.11.22 | 09/RES/11.22  | Tony Mottram |                   |
| 3              | 15.1.24 |               |              |                   |
| 4              | 12.3.26 |               | TM           |                   |

**Approved by:**

Mrs Marie Clark (Headteacher)

Resources Committee

Chair of Governors: Craig Radford

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## PRINCIPLES AND VALUES

At Baslow St. Anne's Church of England Primary School we believe that it is vitally important that everybody is safe, confident and happy in our school community. We aim to provide an environment in which our children feel safe, secure and confident, are respectful citizens in and out of school and nurture the Christian values that underpin all that we do. We believe that our children and staff should lead 'a life in all its fullness', nurturing our vision of growing healthy minds and hearts together. We strive to ensure this is in place to enable every child to achieve their full potential and be prepared for their next step in life.

## INCOME FROM FEES AND CHARGES

The Governors' policy on charging for school activities should be reviewed by them at least every two years and any revisions formally approved. All charges shall conform to current legislation.

Charges made for the letting of school premises (**other than use for Community Education under Sections 149-152 of the 1996 Education Act**) are the responsibility of the Governors. The scale of charges for such lettings should be reviewed every two years by the Governors who should formally approve any revised scale of charges at a convened Full Governor Meeting or the Resources Sub-Committee Meeting.

Charges made for the letting of school premises for Lifelong Learning or other purposes must be at a rate that sufficiently covers the full marginal cost of the provision made. Governors are responsible for the security, collection and banking of income due to the delegated budget.

The Governors may decide formally whether to act to collect amounts due to the delegated budget which are unpaid.

### **Administrative procedures for the collection of income**

The following procedures must be adhered to:

#### **a) Receipts**

Official receipts must be made out for all official income at the time of 'receiving' the income. All receipt books must be kept securely and used books kept for Audit inspection. Cancelled receipts must be kept in the book and alterations should not be made to receipts.

#### **b) Accounts Raised**

Account books will be supplied by the County Treasurer to named officers, sections or establishments and they must not be transferred to any other user. Their proper use is the responsibility of the person, section, etc., to whom the book was issued.

No accounts should be issued in any other format, unless the amount involved is under

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£100.00. Detailed instructions on the issuing of accounts will be found on the inside front cover of the account books and must always be followed.

Some charges for services are subject to VAT. Officers sending accounts should refer to the detailed guidance notes which have been issued. These will indicate when VAT should be charged. Any problems or queries regarding VAT should be referred to the County Treasurer.

## c) Banking of Income

It is a matter for schools to determine appropriate measures for the secure collection and banking of all income in line with the appropriate insurance policy/ies. The Authority's existing procedures are given in Financial Document 10, as a suggested model. Where possible monies owed to the school should be paid through online banking. Cash and Cheques must not remain unbanked except in exceptional circumstances or where the amount involved is less than £500. In such a case the cash must be securely locked in a receptacle e.g. safe, cabinet or drawer (i.e. not easily moved).

## Charging for School Activities

**Sections 449-462 of the 1996 Education Act** establish a statutory framework for charging policy in maintained schools. No LEA or governing body may charge for anything unless it has drawn up a statement of, its general policy on charging and remissions. A copy of the Authority's charging policy made under these requirements is attached.

Where charging for an activity is permitted, the decision as to whether and how much to charge shall be determined: -

- (i) *Where the activity is paid for from funds at the disposal of the Governing Body, by the Governing Body.*
- (ii) *In any other case, by the Authority.*

Where a governing body adopts a charging and remissions policy less generous than that of the LEA in respect of an activity provided by the school for which provision is included in the school's budget share, the Authority will consider deducting the relevant proportion of the, income accruing to the school for that school's budget share. (This is necessary in order to ensure that such activities are not double funded). Where pupils do not take part in the activity, the Authority may recover part or all of the original funding. Where an activity is provided from expenditure retained centrally by the Authority, governing bodies are free to remit all, or part of any charges made by the Authority from their delegated budgets.

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|          | ISSUES   | POLICY   |
|----------|--|--|
| <b>A</b> | Residential courses in school time-board and lodging costs only. | Parents are required to meet full cost except children with statements specifying residence and children whose parents receive income support/family credit, where-charges should be remitted by school. |
| <b>B</b> | Activities outside school hours not within National Curriculum   | Parents meet full cost, except for children with statements specifying residence when activities take place during normal residential period.  |
| <b>C</b> | Individual instrumental music tuition                            | School may bring outside tutors in within school hours at a charge to parents. However, if part of National Curriculum, or a prescribed public examination, charges must be remitted.                    |
| <b>D</b> | Dual examination entries   | Charged to Parents   |
| <b>E</b> | Extra examination entries/resits without tuition                 | Charged to Parents   |
| <b>F</b> | Exams not on the list prescribed by the Secretary of State       | Charged to Parents   |
| <b>G</b> | 'Wasted' exam entries  | Parents charged when exam wasted without reason acceptable to school, otherwise school pays  |
| <b>H</b> | Ingredients/materials for practical subjects                     | Parents are encouraged to provide materials for practical subjects; but no child must be disadvantaged because of parents inability/reluctance to pay. Where necessary, school will pay                  |
| <b>I</b> | Lost school equipment, books etc.                                | Parents may be expected to replace or purchase lost items of school property.  |
| <b>J</b> | Breakages and damage to school buildings, furniture and property | Parents to be made aware that wilful damage to school buildings or property may be charged to parents by the school.   |

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