

June 2015



Leeds Jewish Free School

Charging and Remissions Policy

June 2015

Review Date: June 2017

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1.0 Roles and Responsibilities

The responsibility for implementation of this policy rests with the Executive Headteacher. On an operational basis, management, responsibility and evaluation of this policy will be delegated to the **School Business Manager**.

2.0 Suggested Audience

All school staff, students, parents/carers and governors.

As part of their school induction or professional development, all school staff will participate in training which enables each person to be familiar with the principles and procedures outlined in this policy.

3.0 Related Policies

This policy is one of a suite of policies which should also be referred to:

- Residential Education and Off-site Visits Guidance
- Scheme of Delegated Authority
- Uniform Policy

4.0 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.

5.0 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.

6.0 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 National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at school, or part of religious education.
- Tuition for students learning to play musical instruments, if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school.
- Entry for a prescribed public examination, if the student has been prepared for it at school.
- In exceptional circumstances, examination re-sits and at the discretion of the Headteacher.
- Education provided on any trip that takes place during school hours that is part of the National Curriculum or an examination course.
- 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 student is being prepared for at school, or part of religious education.
- Supply teachers to cover those teachers who are absent from school, accompanying students on National Curriculum or examination courses.

- Transporting registered students to or from the school premises, where in the past, the local education authority has had a statutory obligation to provide transport.
- Transporting registered students to other premises where the Local Governing Body or in the past, the local education authority has arranged for students to be educated.
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at school.

7.0 Activities for which charges may be made

The Governing Body and Executive Headteacher 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 student. Lessons / activities will not be confirmed until parental/carer agreement has been received, ideally by return of a signed reply slip.

Activity	Note
Board and lodging on residential trips	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
The proportionate costs for any student on activities wholly or mainly outside school hours ('Optional extras') to meet the costs of: <ul style="list-style-type: none"> • Travel • Materials and equipment • Non teaching staff costs • Entrance fees • Insurance costs 	
Vocal and musical instrumental tuition	Charges to cover additional costs incurred by school, beyond any element covered by public funding
Re-sits for public examinations where no further preparation has been provided by the school	
Examination fees where a student fails without good reason to sit an exam	After consultation with parents/carers
Any other education, transport or examinations where no further preparation has been provided by the school	
Any other education, transport or examinations fee unless charges are specifically prohibited	
Breakages, repairs and replacements as a result of damage caused wilfully or negligently by the student	Charges will be made after consultation with parents/carers and will not exceed total replacement /repair costs
Extra-curricular activities and clubs	Charges to cover the additional costs incurred by the school, beyond any element covered by public funding
Any extended school activity	Charges to cover the additional costs

	incurred by the School, beyond any element covered by public funding
Damage/ vandalism / loss to and of school property or services	Charges will be made after consultation with parents/carers and will not exceed total replacement /repair costs
Replacement of any damaged parts caused by students setting off fire alarms unnecessarily or maliciously	A charge of £50 will be made to a student 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.

8.0 Remissions Policy

As far as its resources allow, the school will support students 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 students 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 students.

Students whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch 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

All letters to parents/carers regarding activities which request a parental/carer contribution will include a statement inviting those parents/carers receiving any of the benefits above to contact the school in confidence if they would like their child / children to participate, giving details of the relevant benefit, so if necessary the school can confirm this.

9.0 Voluntary Contributions

The Executive Headteacher 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

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- obligation to pay.
- b) That students 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's business manager under the direction of the Executive Headteacher.

10.0 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 Jewish Faith and the school.

11.0 Other charges

The Executive Headteacher, the school 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.

12.0 School Meals

The Governing Body will determine and publish annually the price to be charged for school meals.

13.0 Monitoring and Review

The **Executive Headteacher** will monitor the implementation of this policy and will make a written report to the Governing Body 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.

14.0 Approval by Governing Body

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting

Signed: Digitally by Cllr. Dan Cohen
(Chair of Governing Body)

Date: 25/06/15

Review date: June 2017