



Thomas Bewick School Charging and Remissions Policy 2018-20

Basic Principles

Newcastle City Council Financial Regulations for schools states that it is the responsibility of the Governing Body to formulate and review a policy on charges.

No charge can be made for education during school hours. The definition of “education” includes material, equipment and transport provided in school hours by the Local Authority or the school to carry pupils between school and any curricular activity. School hours are those when the school is actually in session and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils’ learning and broadens their knowledge and experience. Sometimes these are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his/her parents cannot or will not make a voluntary contribution. Where appropriate, the opportunity to pay in instalments will be offered to parents who wish to pay in this way. Any charges made may not exceed the cost of the trip/visit/activity.

Costs incurred for residential or other visits held out of school times that are regarded as “optional extras” are passed on to parents in full. When such visits are provided as a required part of the syllabus for a prescribed public examination, or required in relation to National Curriculum or religious education, then only the board and lodging element applies.

Parents are notified in advance of all activities and events which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per pupil) involved.

Currently no charge will be made for “extended schools” activities taking place in school during the term time period. Holiday scheme activities are offered by an external provider and all charges for this are set by and payable to them. This policy does not apply to the service provided by the external provider.

Voluntary Contributions

Parents may be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Parents will be asked to make voluntary contributions to school trips/visits. These contributions will not exceed the actual cost.

Where voluntary contributions are requested the terms of the request will clearly state:

1. there is no obligation to contribute
2. pupils will not be treated differently according to whether or not their parents have made a contribution
3. the proposed activity may not take place unless a majority of parents contribute
4. a suggested amount for a contribution to cover costs

Where an external provider is used for out of school activities a voluntary contribution will be sought from parents. Where transport for out of school activities is sourced from an external provider a voluntary contribution will also be sought.

The following is a list of possible activities for which voluntary contributions could be requested from parents:

- visits to museums/cinema
- musical events
- sporting activities which require transport expenses
- outdoor adventure activities
- residential visits

Remission

It is the policy of the Governing Body:

1. to remit charges for school activities to parents (i.e. in receipt of Income Support, Working Family Tax Credit, Free School Meals, Income-based Jobseekers Allowance, Child Tax Credit) who had been unable to give a donation.
2. to look at individual cases where parents have been unable to give a donation.
3. to agree how to fund shortfalls for activities.

Breakages

In cases of wilful damage to equipment or breakages, or loss of school books and equipment on loan to pupils, the Head Teacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Other Charges

Private photocopying/telephone calls/faxes

The Governing Body have agreed charges to be levied for private photocopying (per copy), telephone calls (per call) and faxes (per fax). These will be subject to VAT regulations. The charges will be reviewed annually. The charges for telephone calls, faxes and photocopies are available from the Admin Team. All monies to be paid to the Admin Team. These monies will then be paid into the school's annual budget via the secure cash collection system.

School Uniform Income

School uniform is sold through the school fund system and it has been decided to provide this service as non-profit making.

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship or for particular charity days e.g. Red Nose Day. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Income from Lettings

See Lettings Policy

Responsibilities

Authority for the day to day management of the policy is delegated to the Head Teacher who will determine the costs of activities other than those set by Governors.

Links to other policies

- NCC Financial Regulations for Schools
- Lettings Policy
- Activity Scheme Procedures

Revision Record of Published Versions			
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J McCreery	08/06/15	1.0	Approved by Finance Committee
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