

**HEATHLANDS SCHOOL**

**CHARGING, REMISSIONS  
And FUND ACCOUNT POLICY**

Approved by Governors' Resources Committee 14<sup>th</sup> May 2018  
Review due May 2020

Heathlands aims to provide its pupils with a broad and balanced curriculum which is relevant to them and matches their aptitude and ability. As part of our curricular arrangements we offer the pupils a variety of activities and outings the cost of which cannot always be met from the school budget. In accordance with national legislation and HCC policy the school may charge for or request voluntary contributions towards certain activities.

### **Charges**

The school will not charge parents/carers for:

- Education provided during school hours
- Education out of school hours where it is part of the National Curriculum or part of the syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education
- Entry for a prescribed public examination if the pupil has been prepared for it at school
- Examination re-sits if the pupil is prepared for these at school.
- Books materials and curriculum equipment

Charges will be made for the following activities:

- Materials/ingredients for some technology activities where the child is taking the finished article home.
- Optional activities which take place outside school hours and are not provided as part of the National Curriculum, preparation for a prescribed public examination or R.E.
- Re-sits of prescribed public examinations where no further preparation has been provided by the school.
- Early years placements for those parents who wish their nursery aged child to attend more than the 15 hours of free entitlement
- Board and Lodging on residential visits the charge of which will not exceed actual costs.
- The costs associated with staying in Heath House where this is at the request of parents rather than the child's LA.
- Extended day services
- Where children have wilfully damaged school property and resources a contribution towards the cost of repair or replacement will be sought from parents.
- The school may buy items like uniform and water bottles for selling on to pupils. A small charge may be added to the cost of the item to cover administration costs.

### **Remissions for Residential Trips**

The charge for board and lodgings of residential trips will be remitted for children whose parents are/are in receipt of:

- Universal Credit in prescribed circumstances
- Income Support
- Income Based Job Seeker's Allowance
- Support 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 HM Revenue and Customs) does not exceed the set level.
- The guarantee element State Pension Credit
- An income related employment and support allowance that was introduced on 27.10.08

This entitlement to remission only applies when the trip takes place wholly or mainly during school hours and/or is part of the National curriculum, preparation for a prescribed public examination or R.E.

### **Refunds**

If the final costs of a school outing/ activity amount to less than the money collected from parents the surplus funds may be refunded. Refunds will be made if the surplus is above £5 or 5% (per child) of the cost, whichever is the greater.

### **Voluntary Contributions**

For some outings and activities the school will not make a charge but may request voluntary contributions to cover all costs associated with the activity. No pupils will be disadvantaged or discriminated against because of their parents' failure or inability to pay. Where there are insufficient voluntary contributions to make the activity possible and there are no other means to make up the shortfall the activity may have to be cancelled for all.

Parents will be asked to contribute on a voluntary basis to the travel costs of pupils on work experience placements and college link courses.

The policy on voluntary contributions only applies to activities and outings organised by Heathlands School. When pupils are attending activities as part of an integration programme the policy of the host school will need to be considered.

### **Use of the School Vehicles**

Any transport in school owned vehicles in school hours is free of charge. However for specific activities a voluntary contribution may be requested of parents and carers. Transport will be costed at a rate of 25p per mile to be shared between the children.

### **Exceptional circumstances**

There may be exceptional circumstances when no charge is made for some of the activities where payment would normally be expected. Each will be considered on an individual basis according to the merits of each case. Central to this will be the benefit of the activity to the pupil and the likely impact on them if it could not take place. Parents to whom this may apply are encouraged to speak to the Head teacher in the first instance.

### **Fund Account**

The school maintains a Voluntary Fund for the receipt of gifts, donations and voluntary contributions. Funds for uniform sales and swimming are also paid into this account. The Fund account will be reconciled monthly and audited annually. Copies of the audited accounts will be presented to the Resources Committee, and in turn to the Full Governing for approval.

#### **Activities within the scope of the Voluntary Fund**

- School trips, tours, outdoor pursuit centres
- Sale of work
- Pupil concerts, discos, parties
- Raffles, prize draws, charity collections, sponsored events
- Donations
- Income/Expenditure of school uniform, water bottles, Christmas cards etc.
- Purchase of equipment / materials for use by the pupils

#### **Activities outside the scope of the Voluntary Fund**

- Staff functions and activities
- Gifts for staff
- Hospitality for teachers, Governors, visitors
- Payments to staff, contractors, other employees for work undertaken
- Loans
- Reimbursement for theft or damage to property
- Course registration, exam fees

