



CHARGES AND REMISSIONS POLICY

Charges, Voluntary Contributions, Remissions & Refunds

Date	Review Date	Coordinator	Nominated Governor
01/09/2020	01/09/2021	Kathy Baines	Rob Kenwell

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Data Protection Act 2018
- General Data Protection Act 2018 (GDPR)
- Human Rights Act 1998
- Standards and Framework Act 1998
- Regulation of Investigatory Powers Act 2000
- Fraud Act 2006
- Education & Inspections Act 2016
- Bribery Act 2010
- Education (Wales) Act 2014
- Charges for Music Tuition Regulations 2007
- School Information Regulations 2018

The following documentation is also related to this policy:

- Money Laundering Regulations 2020 (HMRC)
- Managing the Risk of Fraud (CIPFA)
- Protecting the Public Purse (Audit Commission)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

The majority of activities which take place mainly during school hours or are an essential part of the curriculum will be provided without additional charge.

We are aware that we are able to ask for contributions from parents when organising educational visits which will enrich the curriculum and the educational experiences of

children. Under no circumstances will we pressurise parents when we make a request for contributions.

We will refund in full all contributions if an activity has had to be cancelled by us.

We will inform parents on low incomes and in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, support under part V1 of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit of the support available to them when we ask for payment towards the cost of school visits.

We have started a crowd funding campaign in order to raise money from parents and other members of the local community, for *general maintenance of the school buildings and new play equipment*.

We understand that 'crowd funding is the practice of funding a project or venture by raising small amounts of money from a large number of people, typically via the Internet. Crowd funding is a form of crowd sourcing and alternative finance'.

Crowd funding is a new fundraising venture for us and we are hopeful that it will be a major success in raising much needed extra funds for the benefits of our pupils.

We are committed to preventing fraud and corruption by creating a culture within the school which deters fraudulent activity by having in place systems and procedures that will assist in the prevention, detection and the investigation of fraud and corruption.

We wish to conduct all school business in an honest and ethical manner and therefore to prevent and eliminate any fraudulent and corrupt practices. We expect all school personnel to adhere to the Code of Conduct and for them to raise any concerns they may have relating to fraud and corruption.

We must ensure the safe handling of cash and receipts as cash transactions are one of the most vulnerable activities in any school.

We have a responsibility to ensure all money such as coinage, bank notes or cheques that is brought into school for payment of school meals, school uniform, educational school trips, charity fundraising, school sponsorship money etc. and deemed to be public funds, will be safely handled by school personnel or volunteers following set procedures.

We have a duty to safeguard all school personnel and volunteers involved in receipting, collecting and counting cash by having in place security procedures that will mitigate against the loss of cash whether through fraud, misappropriation or mistake.

We expect any person connected with the school to report any suspected fraudulent or corrupt activities to the Headteacher.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aim

- To outline what the school can and cannot charge for.
- To outline the school policy for voluntary contributions and remissions.
- To ensure the safe handling of cash and receipts by having in place set procedures.
- To safeguard all school personnel and volunteers involved in receipting, collecting and counting cash.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a Bursar with responsibility to manage effective financial systems and to ensure internal controls prevent and detect any frauds promptly;
- delegated powers and responsibilities to the Headteacher to oversee the financial arrangements on behalf of the Governing Body;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that all relevant personnel of the school are aware of this policy;
 - be aware of updates related to this policy;
 - annually review and approve this policy.

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure risk assessments are:
 - in place and cover all aspects of this policy;
 - accurate and suitable;
 - reviewed annually;
 - easily available for all school personnel.

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- ensure the safe handling of cash and receipts by having in place set procedures;
- safeguard all school personnel and volunteers involved in receipting, collecting and counting cash;
- work closely with the link governor and Bursar;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy

Bursar

The Bursar will:

- lead the development of this policy throughout the school;
- maintain safe and effective procedures for cash handling:
 - All money brought into school by pupils will be taken to the Bursarial Department
 - Under no circumstances will cash be stored in classrooms at any time.
 - All money brought into the school office by parents will be recorded and will be acknowledged by the issue of a receipt.
 - Cash must be counted by two members of the school office in a secure room for security purposes.
 - Ensure that school fees are not paid in cash above a value of €10,000 under any circumstances
 - Everyday money will be banked or made secure in the school safe.
 - Risk assessments and safe operating procedures are in place for the safe banking of cash and cheques.

- have in place internal controls to prevent fraud and corruption;
- maintain and manage all financial records;
- provide an Annual Report and Financial Statement;
- cooperate with the independent financial auditor;
- comply with all accounting requirements relevant to the Companies Act and Charity SORP's;
- deal with all allegations of suspected fraud and financial irregularities;
- ensure all governors and school personnel declare all gifts and hospitality that is offered to them in line with the School's Bribery and Corruption Policy;

- declare all gifts and hospitality that is offered to him/her in line with the School's Bribery and Corruption Policy;
- report to the Headteacher and the Governing Body all allegations of suspected fraud and financial irregularities;
- work closely with the Headteacher and the nominated governor;
- make effective use of relevant research and information to improve this policy;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Conditions when charges will not be made

Charges will not be made for any books, necessary materials, instruments or equipment for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- part of a syllabus for an agreed examination for a pupil;
- for statutory religious education;
- for education provided on any educational visit during the school day;
- for the cost of supply teachers substituting for absent teachers on residential visits with pupils;
- for the use of a reader/scribe in external examinations during the first and second sittings of the examinations.

Conditions when charges may be made

In addition to the school fees as detailed in the contract, the school can charge for:

- any materials, books, instruments, or equipment if a child's parents wish him/her to own them;
- any materials for practical subjects such as Design Technology where the pupil may reasonably expect to retain the work;
- vocal or instrumental tuition provided that the tuition is provided at the request of the pupil's parents;
- option extras such as:
 - education provided outside school hours that is not:
 - part of the national curriculum;
 - part of a syllabus for a prescribed public examination;
 - part of religious education.
 - examination entry fees, including if the pupil has not been prepared for the examination at the school;

- residential board and lodging fees for an educational visit;

Support for Parents/Carers

The Governing Body will:

- make every effort to support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;
- create a school fund with the assistance of the ODA that will support parent/carers who are unable to pay voluntary contributions.

Raising awareness of this Policy

We will raise awareness of this policy via:

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:
 - Facebook
 - Twitter
 - Virtual pin boards
 - School blog

Refunds

Refunds will be given if:

- an educational visit / school event has been cancelled;
- contributions to an activity exceed the total cost, that is if the excess amount is over £1 per child

Refunds may not be given if:

- a child is absent due to illness or exclusion and their place cannot be reallocated;

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.