



# Charges, Remissions and Voluntary Contributions Policy

	<b>Name</b>	<b>Date</b>	<b>Signature</b>
Written By	Building & Site Committee	March 2013	
Approved FGB/ Sub-Committee	Governors' Management Committee FGB	April 2013  26 11 13	
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## **Charges, Remissions and Voluntary Contributions Policy**

Raglan Primary School is aware that, under the Education Reform Act 1988, no charge can be made for education in school hours and that every child has the right to receive free school education. Also, we believe this policy complies with the Education Act 2002. The Governors always seek to spend their funding wisely and delegate the administration of this to the Headteacher.

In addition to the basic curriculum, the Governors wish to enhance the provision for pupils in a variety of ways, e.g. by school outings, visitors and extra-curricular activities. It is recognised that such enrichment requires extra money beyond the means of the School's budget. Therefore the Governors ask parents for voluntary contributions to cover these extra costs.

### **Aims**

- To outline what the School can and cannot charge for.
- To outline the School policy for voluntary contributions and remissions.
- To have in place a Voluntary Fund that will provide an alternative source of income for the School. Funds are raised through donations, voluntary contributions, sale of items etc., and used for activities that will benefit the School.

### **Role of the Governing Body**

The Governing Body has delegated powers to the Finance and Compliance Committee to monitor the effectiveness of this Policy. The Finance and Compliance Committee has delegated powers to the Headteacher for the day to day management of the funds.

### **Role of the Headteacher:**

The Headteacher will:

- be responsible for the day to day management of the fund;
- work closely with the Finance Manager and Finance Assistant to achieve the above;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff concerned;
- monitor the effectiveness of this policy; and
- report annually to the Finance and Compliance Committee on the success and development of this Policy.

### **Role of the Finance Manager and Finance Assistant**

They will:

- support the Headteacher in operating, maintaining and developing the financial procedures and systems related to funds;

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- act as treasurer who will undertake the day to day administration of the School funds; and
- ensure that the accounts are kept up-to-date.

**This Policy is divided into three sections:**

- **Raglan Voluntary Fund**
- **Charges**
- **Remissions**

**Raglan Voluntary Fund**

**a) Scope of the Voluntary Fund**

The School maintains a Voluntary Fund for the receipt of gifts, donations and voluntary contributions. Receipts from sale of items like waterbottles and book bags are also paid into this account.

<b>Activities within the scope of the Voluntary Fund</b>	<b>Activities outside the scope of the Voluntary Fund</b>
<ul style="list-style-type: none"><li>• School trips, tours, outdoor pursuit centres</li><li>• Fetes, sale of work</li><li>• Pupil concerts, discos, parties</li><li>• Raffles, prize draws, charity collections, sponsored events</li><li>• Tuck shops, vending machines</li><li>• Donations</li><li>• Sale of school uniform, Christmas cards etc.</li><li>• Purchase of equipment / materials for use by the pupils</li><li>• Capital expenditure, e.g. Playground Project</li></ul>	<ul style="list-style-type: none"><li>• Staff functions and activities</li><li>• Gifts and hospitality</li><li>• Payments to staff, contractors, other employees for work undertaken</li><li>• Loans</li><li>• Reimbursement for theft or damage to property</li><li>• Course registration, examination fees</li></ul>

**b) Accounts**

The Voluntary Fund will be kept up to date and will be based on a receipts and payments basis in transaction order and a running balance being maintained. The School will have a minimum of two signatories with a maximum of five. An independent auditor will be appointed who will audit the accounts annually. Copies of the audited accounts will be presented to the Finance and Compliance Committee, which in turn will recommend them to Full Governing Body for approval.

## **Charges**

### **a) Educational visits**

The cost for these trips is processed in the office and permission from the Headteacher is always required before parents are approached. The School seeks only to cover its costs and never intends to raise funds from these visits. Parents are sent a letter as soon as arrangements have been finalised; the letter will ask for a voluntary contribution towards the cost and this amount is indicated on the letter. No child will be unable to partake of these visits where there is genuine hardship. The Governors leave the contribution from such families to the discretion of the Headteacher. The Headteacher may decide to remit the costs in part or in full. However, if parents decide not to contribute, there is always the possibility that it will be necessary to cancel the trip. Children whose parents do not wish their child to partake in the visit will be assigned to another class for the day.

### **b) Resources**

In some subjects such as Art, Technology, or I.T., children may wish to take home their finished product, e.g. some cakes, sewing, colour printouts. In such cases a small charge may be levied to help cover the cost of expensive resources.

### **c) Damages**

When a child or adult loses or deliberately damages School property they will be charged the cost of repair/replacement.

### **d) Lettings – please refer to the Lettings Policy**

### **e) Purchase of items for resale**

The School may buy items like uniform, water bottles and hymn books for selling on to pupils. A small charge may be added to the cost of the item to cover administration costs. The Governing Body delegates the authority to set prices to the Headteacher.

### **f) Out of School/lunch time activities**

A number of clubs are provided to augment the provision the School offers. The number and type of these clubs varies according to the availability of staff and time schedules. Some clubs are provided free to children where members of staff give their time without payment.

Other clubs are fee-paying; they are run by external organisations/individuals with the individual or group who run the club paying a letting fee for the use of a space in the building.

### **g) School documents**

Although it is envisaged these will be provided free of charge in most circumstances, charges may be made to cover the costs (please refer to Raglan's Freedom of Information Policy).

**h) Nursery, Breakfast Club and After School Care Club**

The School also runs the Nursery, Breakfast Club and After School Care Club for which it charges fees. The fees are reviewed by the Finance and Compliance Committee annually. This income forms part of the School accounts and is audited on an annual basis along with the accounts.

**Remissions**

**a) Educational visits**

No child will be unable to partake of these visits where there is genuine hardship. The Governors leave the contribution from such families to the discretion of the Headteacher. The Headteacher may decide to remit the costs in part or in full.

**b) Pupil Premium**

Pupil Premium may be used to pay for additional items for pupils who are on Ever 6 Free School Meals Register alongside core School provisions. Payment is at the discretion of the Headteacher. Payment may be made towards:

- Club fees
- Music tuition
- School journeys
- Educational visits

or anything else that is likely to add to the pupil's learning.

**c) Any other remissions**

The Headteacher may recommend to the Governors other remissions like discount on Nursery, Breakfast Club and After School Care Club fees to help families facing hardships. Recommendation may also be made to provide free school meals, uniform and anything else deemed reasonable.

**Equality Impact Assessment**

We as a School community have a commitment to promote equality. We believe this Policy is in line with Equality Act 2010.

**Monitoring the Effectiveness of the Policy**

The effectiveness of this Policy will be reviewed annually and the necessary recommendations for improvement will be made to the Governing Body.