


Shirley Warren Primary and Nursery School	Effective Date:	January 2024
Policy and Procedure Statement		
<u>GOVERNORS</u> <u>CHARGING, REMISSIONS</u> <u>AND ALLOWANCES POLICY</u>	Revision Date:	January 2025
	Page No:	1 of 5
	Approval by the FGB on	
	Signed  (Chair of Governors)	
Chair of Governors	Nicole Jones	
Head Teacher	Zoe Newton	
Business Manager	Claire Hughes	

Shirley Warren Primary and Nursery School endorses the principles of the 1988 Education Act in maintaining the right to free education for all children. The act allows us to request voluntary contributions to broaden children's educational experience.

Trips, Visits and Activities

Day Trips

The school reserves the right to ask parents for voluntary contributions for any activity organised by the school which takes place wholly or mainly (50% or more) during normal teaching time. Non-contribution would not prejudice a pupil's place, however, unless most parents were prepared to make a contribution, the school may have to cancel the activity. Such enriching activities are an important aspect in supporting the curriculum.

Residential Trips

Where an activity is residential, the consequent cost of residency will be charged to the parents or legal guardian. Any school organised activity which takes place mainly (more than 50%) outside of school time will be charged for in such a way as to meet the entire costs of the activity.



Where an activity is residential, the consequent cost of board and lodging (classed as an optional extra) will be charged to the parents or legal guardian. The school aims to give as much advance notice of a residential trip as possible and lays out payment plan options at the outset.

Financial Difficulty

Any parents or legal guardians who are experiencing financial difficulty will be encouraged to approach the school where we will seek to find assistance with the charges. We are often able to do this via local trust funds and bursaries. The Governing Body will determine the special circumstances as appropriate, however, in all cases parents will be expected to make a nominal contribution. Voluntary contributions will, in all circumstances, be invited through individual letters to parents.

Damage to School Property

The school will cover accidental breakages of school property. Deliberate or wilful acts which result in breakage or damage to school property will be charged for at a rate appropriate to replacement costs.

Music

The school provides tuition from peripatetic staff in addition to the national curriculum and this is currently charged for by the Music Service. The school currently covers the cost of insurance for the instruments used.

Swimming

Swimming lessons for Year 6 are currently funded by the school from its delegated budget. This means the school subsidises the cost of swimming equally for all pupils, such that no charge is passed on to parents.

Dinner Money

Dinners are charged for at the rate set by Southampton City Council and the full cost passed on to parents. For children eligible for Free School Meals, no charge is made. From September 2014, the school has provided a free school meal for all children in Years R, 1 and 2 in line with the DfE Universal Free School meals.

Breakfast Club

Breakfast club places are charged for. The school enters into a contract with the parents. The school administers the sending of invoices and the collection of payments for places to and from parents. In exceptional circumstances, the school may offer places in Breakfast club on a free of charge basis.

After School Care

After School Care places are charged for. The school enters into a contract with the parents. The school administers the sending of invoices to parents and the collection of payments from parents.

After school curriculum clubs and holiday clubs

After school curriculum clubs and holiday club places are charged for. The school enters into a contract with the parents. The school administers the sending of invoices to parents and the collection of payments from parents. For children eligible for Free School meals, the school currently makes no charge for one activity club per term. Any clubs thereafter will be charged at the set price.

Nursery places

Nursery places are funded however, parents may pay for additional sessions if available. The school enters into a contract with the parents. The school administers the sending of invoices to parents and the collection of payments from parents.

Uniform

Children are asked to wear a school uniform to attend Shirley Warren Primary & Nursery School. The uniform is available to order directly from the school uniform provider, Kids and Co Direct, via their online shop. In certain circumstances, grants can be applied for to help parents pay for uniform. There are regular opportunities for second hand school uniform to be purchased at nominal cost for parents.

Other Charges to Parents

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services. The school charging policy will be subject to change



if there are new Local Authority or Department for Education policy changes or changes in the law.

Hiring and Letting

The governors have agreed to hire out rooms and spaces to outside agencies in the Warren Centre. All terms and conditions for this are within each Contract that is agreed by the hirer. Please see the school Lettings Policy.

We currently do not have a minibus. We do borrow minibuses from other schools. Schools within the Federation have a reciprocal arrangement to borrow each other's minibuses for no charge up to 2 days in one term - beyond this we reserve the right to charge, as we do for non-federation schools to cover the cost of fuel (based on the council's mileage rates of 45p per mile) the bus must be returned with the same amount of fuel in the tank and in a clean and tidy condition. All drivers must be MIDAS qualified, have the appropriate permissions on their driving licence and able to fill in the required documentation (kept in the minibus) with regards mileage and any damage to the vehicle during the hire period.

Governor Allowances

The Education (Governors' Allowances) Regulations 2003 provide the legal framework for governing bodies to pay 'out of pocket' expenses to their governors. The Department for Education guidance, which accompanied those regulations states: "It is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do".

The payment of allowances is not a reward; it is recognition that being a governor is not a cost-free exercise. Some governors may be able to afford the out of pocket expenses their role entails, but this is not true of all potential governors and restricting the right to claim may prevent someone from becoming a governor or forcing them to resign their position. A governing body with a policy of paying allowances claims will be going some way to meeting their duty to promote community cohesion by encouraging participation by all members of the community.

If governors are continually expected to meet the costs of fulfilling an essential role out of their own pocket then there is a real danger that a culture of doing the bare minimum will ensue; meaning governors will not undertake training and will be poorly informed.

Travel expenses must be paid at a rate not exceeding the authorised mileage rate provided on HMRC website for private use of cars.

(http://www.hmrc.gov.uk/cars/advisory_fuel_current.htm) Shirley Warren Primary and

Nursery School Governing Body believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds.

The specific items allowable reflect this objective. However, governors will not be paid to attend meetings nor will they be reimbursed for loss of earnings. All governors of Shirley Warren Primary and Nursery School will be entitled to claim the actual costs, which they incur as follows:

1. Governors and Associate Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Shirley Warren Primary and Nursery School, and are agreed by the Chair and Vice Chair that they are justified before any reimbursable costs are incurred.

2. Governors and Associate Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body: - childcare or baby sitting allowances (excluding payments to a current/former spouse or partner) - cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) - extra costs they incur in performing their duties either because they have special needs or because English is not their first language - cost of travel relating only to travel to meetings/training courses at the rate specified by HMRC - travel and subsistence costs, payable at the current rates specified by the Secretary of State for Transport associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source - telephone charges, photocopying, stationery, postage Any other justifiable allowances Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible. Claims forms must be submitted to Claire Hughes Business Manager by the 1st of month for final approval (by the Chair and the Vice Chair) one week prior to the meeting of the. Claims will be subject to independent audit and may be investigated as part of an external audit if they appear excessive or inconsistent.



Appendix 1 - Charges 2023-2024

OPTIONAL EXTRAS

Paid School Lunch £2.90

Breakfast Club £3.00(per session)

After school provision £9.00 (per session)

After School Activity Clubs £10 per half term

Local Trip in school Minibus - dependent on where hiring from and location

Trip further afield in a hired coach - dependant on cost of coach