



CHARGING AND REMISSIONS POLICY

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DCSF guidance and complements the school's charging for school activities policy.

Definition

The school day is defined as:

Nursery: 9.00am - 3.00pm

Reception: 8.45am - 12.00noon, 1.00pm - 3.00pm

KS1: 8.50am - 12.00noon, 1.00pm - 3.15pm

KS2: 8.50am - 12.15pm, 1.15pm - 3.15pm.

The midday break does not form part of the school day.

Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. (*See below*)

We will ask parents to make a voluntary contribution towards costs for activities during the school day which entail additional costs, for example field trips, baking and some craft activities.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities]

From time to time we may invite a non-school based organisation such as a visiting drama/theatre group, storyteller or animal encounter to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being withdrawn from that activity.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for

example e.g. football club, theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials

The school will charge for the cost of board and lodging during residential school trips, in addition to any educational costs (such as entrance fees). This cost will not exceed the actual cost of the provision.

Where a trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will also be entitled to the remission of the above board and lodging charges:

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999; or
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the legal current maximum.
- Guaranteed State Pension Credit

A similar entitlement applies where the trip takes place outside the school hours but it is necessary as part of the national curriculum or the syllabus for religious education.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

<p>This policy was reviewed by the Finance & Personnel Committee in the Summer Term 2018 and will be reviewed annually.</p>
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