



Ridgewell C of E VA Primary School

Charging & Remissions Policy

Last Reviewed: June 2015
Next Review Due: June 2016

Status – Statutory

Purpose

The purpose of the Policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.50 a.m. – 12.15 p.m.
 1.15 p.m. – 3.15 p.m.

The Policy has been informed by *A Guide to the Law for School Governors*.

Relationship to other School Policies

The Policy complements the School's Equal Opportunities Policy, Curriculum Policy and Teaching and Learning Policy.

Role and Responsibilities of Headteacher, other Staff and Governors

The Headteacher will ensure that the following applies:

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 and equipment. 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.

Voluntary contributions may be sought for activities during the school day which entail additional costs, e.g. cost of transport for visits, cost of visit entry.

In these circumstances although we will endeavour to ensure that no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. It is a possibility that events will have to be cancelled if insufficient funds are not available. We reserve the right to cancel such activities and refund any money less non-refundable deposits.

From time to time we may invite a non-school based organisation such as a theatre group to arrange an activity during the school day. Such organisations may wish to charge parents.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example, organisations that are not part of the school. Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus.

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.

Residential

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 Her Majesty's Revenue and Customs, at their current rate.
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Calculations charged

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 cannot.

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

If parents are concerned and face difficulty with regard to payment they are encouraged to speak to the Head Teacher who will take all circumstances into consideration. The school may offer to subsidise a child's attendance in a minority of cases.

Arrangements for monitoring and evaluation

The Finance, Personnel and Premises Committee of the Governing Body will monitor the impact of this Policy by receiving, at the termly meeting, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Reserving the right to cancel

Letters to Parents will include the following wording:-

'Although donations are entirely voluntary may we take this opportunity to remind you that should they not be forthcoming this and future trips may be affected.'

Adopted by the Governing Body
March 2010