



KIMPTON PRIMARY SCHOOL CHARGING & REMISSIONS POLICY

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REVIEW RECORD

Name of Policy	
CHARGING AND REMISSIONS	
Staff Responsible for Review (e.g. Headteacher, Subject Leader)	Date reviewed with staff
Headteacher	September 2017
Governors and Committee Responsible for Review	Date Adoption recorded in Governing Body minutes
Resources Committee	6 th November 2017
Last Review	Date of Next Review
May 2016	November 2019

COPY OF POLICY KEPT IN POLICIES FOLDER IN STAFFROOM

RECORD OF AMENDMENTS SINCE LAST REVIEW		
Date	Page/Clause Amended	Brief Details of Changes
11.2017	2	Included a line detailing review details made.

Signatories		
Headteacher:		November 2017
Chair of Governors:		November 2017

REVISION HISTORY

Year	Reason for Issue
2017	Reviewed by Resources Committee Page 3 – 2. Changed ‘Financial Procedures Handbook for Schools’ to SFVS and on 2.3 included ‘and possible’ Page 4 – 6 deleted Child Tax Credit due to changes and supplemented it for Universal Credit
2016	Reviewed by Resources Committee No changes made
15/1	Review by FGB New Front cover added with extra detail
13/1	Biennial review of policy, including update into revised format. Inclusion of the following sections: 4. Equality impact 5. Termly contributions 8. Calculating charges 11. Arrangements for monitoring and evaluation Expansion of the following section for clarification 6. Optional extras
2011	Biennial review of policy
2009	First issue

1 AIM

At Kimpton Primary School, our aim is to ensure that during the school day, all children have full and free access to a broad and balanced curriculum in line with the vision, aims, and values of the school, regardless of the parents' ability to pay.

The School Day is defined as: 08:55hrs until 15:15hrs.

2 IMPLEMENTATION

The members of the Governing Body have, following consultation with parents, pupils, staff and the local community, adopted this Charging and Remissions Policy based upon guidance supplied by Herts County Council, DfE and the SFVS

- 2.1 In the event of activities organised by the school during school hours which incur additional costs for the school, voluntary contributions may be sought from parents to cover the cost.
- 2.1.1 No child will be excluded from participating in the activity because of non-payment of a contribution, but it is necessary for a substantial number of parents to contribute before the activity can take place.
- 2.2 In the case of activities partly during the school day and partly out of normal school hours, charges will be made for the time outside normal school hours, and for board and lodging on residential school journeys.
- 2.3 The Headteacher and Governors fully appreciate that at times some parents may find the extra money hard to find and they will give sympathetic consideration to all cases of genuine financial need and remit charges where appropriate and possible. Parents are encouraged to speak, in confidence, to the Headteacher who has the authority to make arrangements to ease the situation; for example the opportunity to pay in instalments.

3 EQUALITY IMPACT

This policy will ensure that charges and remissions are applied consistently and fairly, and that they enable all pupils to access provision regardless of their families' financial circumstances.

4 TERMLY CONTRIBUTIONS

Parents may be invited to make a termly voluntary contribution towards the cost of additional school activities e.g. activities planned to enrich the curriculum.

5 OPTIONAL EXTRAS

Optional extra activities are those activities that the school provides but which are not required in order to fulfil the statutory requirements of the National Curriculum. These activities will be charged at the full rate as permitted under the relevant Act.

The Governing Body retains the right to remit charges at its discretion.

5.1 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 pupils to sing or 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), a charge will be made.

Voluntary contributions may be sought for activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish their child not to take part, ask the headteacher to agree to their child being absent for that period.

5.2 Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day., Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

5.3 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.

6 BOARD AND LODGINGS

Board and lodging costs will be charged on residential school journeys. The school may make remission of some, or all, of these costs to parents who are in receipt of certain benefits. These benefits are:

- Universal Credit
- Income Support
- Income Based Job-Seeker's Allowance
- Support under Part IV of the Immigration and asylum Act 1999
- The guaranteed element of the State Pension Credit
- An income related employment and support allowance (introduced in 2008)

7 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.
- Support for cases of hardship will come through voluntary contributions and fundraising.
- As much notice as possible will be given to parents of the activity and the charge.

- Parents who would qualify for support are those who in receipt of appropriate benefits or other criteria, those in receipt of Income Support, Family Credit, Disability Working Allowance or an Income-Based Job Seeker's Allowance.
- Best value will be sought in planning activities that incur costs to the school and/or charges to parents

8 VOLUNTARY CONTRIBUTIONS

Voluntary contributions may be sought for any other activity. Where such an activity takes place within school hours no pupil will be excluded because of non-payment of a contribution. However, unless sufficient contributions are received, the activity may not be able to take place for any of the pupils and in such circumstances any contributions already received will be returned.

9 BREAKAGES/LOSSES

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

10 ARRANGMENTS FOR MONITORING AND EVALUATION

The [Resources Committee](#) of the Governing Body will monitor the impact of this policy by receiving, on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names), the source of those subsidies, and evidence of impact on pupils' learning.

11 REFERENCES

None

12 APPENDICES

None