

Purpose

The purpose of this policy is to define those activities for which a contribution will be requested or a charge levied

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be reviewed annually.

Scope

The policy identifies activities for which:

- **contributions may be requested**
- **charges will be made**
- **charges will not be made**
- **charges may be waived**

Guidance is offered in section 5

1) Activities where contributions may be requested

Separately from the matter of charging, schools may always seek contributions in order to offer a wide variety of experiences to pupils. All requests for contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The law states

- If the activity cannot be funded without voluntary contributions the Governing Body or Executive Headteacher will make this clear to parents from the outset.
- No child will be excluded from an activity because his or her parents are unable or unwilling to pay.
- If insufficient contributions are received, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay, their child will still be given an equal chance to on the visit.

2) Activities where charges will be levied

a) Activities outside school hours

Residential and non-residential activities (other than those listed in Section 3 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential visits during school hours

The board and lodging costs (but only those costs) of residential trips deemed to take place during school time, However pupils whose parents are in receipt of certain benefits (see remissions policy below) will be exempt from paying the cost of board and lodging.

c) Music tuition

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

d) After school club/breakfast club (term time only)

The school operates a breakfast/after school club provision within the school grounds. The purpose of this is to enable children to benefit for high quality “wrap around” childcare. These clubs can be used as a means of childcare but also ad-hoc sessions for extra-curricular activities for children at Caddington until the age of 11.

The aim of the club(s) is to be self-financing (not subsidised from the school budget). As these sessions are outside the school day, the school makes a full charge for sessions, in line with similar clubs in the local area. These costs cover staff salaries, resources and utilities.

After School/Breakfast Club

The clubs do offer remissions at the discretion of the Executive Headteacher. In addition, children can access the clubs utilising the pupil premium grant, or local hardship funding where appropriate.

5. Optional extras

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

Charges may be made for optional activities that are known as ‘Optional Extras’. Any charges made will not exceed the actual cost (per pupil) of provision

Caddington Village School will (or may) make charges as indicated below. Parental agreement will be obtained before a charge is made.

		Remitted or help available
Charges /may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them;	eg a clay model – a charge to cover the cost of the clay.	

Charges may be made for music tuition	e.g. the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or appropriate groups pupils	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A (see below)

3) No charges will be made for:

- an admission application to any maintained school;
- education provided during school hours (*including the supply of any materials, books, instruments or other equipment*);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- education provided on any trip that takes place during school hours (see 4a);
- education provided on any trip that takes place outside school hours (see 4a)
 - a. if it is part of the National Curriculum, or
 - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - c. part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transport provided in connection with an educational visit

however, a contribution can be requested for specific activities such as educational visits transport costs.

4) Remissions

In order to remove financial barriers from pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

Families qualifying for remission or help with charges.

Children who are entitled to Free School Meals will qualify for remission. Below is guidance on entitlement to free school meals;

Parents do not have to pay for school lunches if they receive any of the following:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190 (at March 2014)
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- During the initial roll out of the benefit, Universal Credit

Is a school visit in or out of school time?

When any visit is arranged, parents will be notified of the policy for allocating places, if this is required.

If the number of school sessions on a school visit is equal to or greater than 50% of the number of half days spent on the visit it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

Governor guidelines

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, the following guidelines will be applied.

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- There is an established a system for parents to pay in instalments
- If an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

Opportunities to participate in school trips shall be open to all and pupils of lower income families shall not be discriminated against. As such the school shall avoid “first come first served” practice.