



Be the best you can be!

CHARGING AND REMISSIONS POLICY

Ratified by Governors: November 2017

Review Date: November 2019

Member of staff responsible: Lorraine Shaw

Policy aims

This charging and remissions policy describes how we will do our best to ensure we can maintain a good range of visits and activities, and at the same time, try to minimise the financial barriers which may prevent some pupils from taking full advantage of the opportunities.

Purpose

The purpose of this policy is to provide clarity over what the school may charge for and what we provide free of charge, to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

Definitions

Charge: A fee payable for specifically defined activities.

Remission: The cancellation of a charge which would normally be payable.

The school day is defined as:

Nursery

8.40 am – 11.40 am

12.30 pm – 3.30 pm

KS1

8.50 am – 11.45 am

12.30 pm – 3.15 pm

KS2

8.50 am – 12.30 pm

1.15 pm – 3.15 pm

Please note that school hours do not include the lunch break in the middle of the day.

Relationship to other guidance documents and school policies

The policy has been informed by *A Guide to the Law for School Governors (2007)*, and *Charging for School Activities, DfE (2014)*. It compliments the school's equal opportunities policy, curriculum policy and teaching and learning policy and lettings policy.

Roles and responsibilities of Headteachers, governors and staff

The governing body has overall responsibility for approving the charging and remissions policy and has delegated this responsibility to the Resources Committee, which will review it annually.

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that staff apply it consistently.

Where charges cannot be made

Education

There is no charge for admission applications.

During the school day

All activities that are a necessary part of the national curriculum including religious education, will be provided free of charge. This includes any materials, the supply of books, instruments or other equipment, as well as transport to take pupils between the school and the activity.

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.

Please note - if the bigger proportion of time spent falls outside of the normal school day, charges may be made. When such activities are arranged parents/carers will be told how the charges have been calculated.

Representing the school

There is no charge for clubs where pupils are chosen to represent the school, for example, when playing for the football, netball or cricket teams.

Nursery Provision

The school has a nursery for three and four year olds and they are entitled to 15 hours a week, free early years provision for 38 weeks of the year. The school receives funding to cover the cost of making this provision from the local authority through the early year's single funding formula.

Transport

Transport provided in connection to an educational visit, taking pupils to or from the school premises where the local authority has a statutory obligation to provide transport, or where the local authority has arranged for a pupil to be educated cannot be charged for.

Examinations

If a pupil has been entered for a public examination or a resit arranged by the school that they have prepared for at school, there is no charge.

School meals

Pupils entitled to and registered for Free School Meals (FSM), or Universal Free School Meals (UFSM), will not be charged for meals provided by the school.

Where charges can be made

Breakfast club

There is a nominal charge for breakfast club and prices are kept to a minimum to allow children to have a healthy meal at the start of their school day.

Residential Trips

Charges will be made for board and lodging and activities undertaken on residential stays. The school cannot provide financial support for those families unable to pay for such residential trips. However, a special programme of activities will be offered by the school to those children who do not take part in a residential stay and where that stay takes place in term time on normal school days.

A voluntary contribution may be requested towards the cost of these activities, but no child will be prevented from participating because his/her parents/carers cannot or will not make a contribution.

Educational materials and resources

The school can charge for any materials, books, music and vocal tuition, instruments, or equipment, where the child's parent wishes him to own them. It will also charge for the cost of replacement books that have been lost or damaged by pupils.

The school also reserves the right to recover the cost to repair any damage made to school property, or replace equipment, where it is proved that a parent or child has caused the damage.

Music Tuition

The law states that all education provided during school hours must be free, however music tuition, such as, tuition in singing and playing a musical instrument, is an exception to this rule.

Charges may be made for teaching either an individual pupil or groups of any appropriate size, provided that the size of the group is based on sound pedagogical principles, to play a musical instrument or to sing during school hours, if it is provided at the request of the parent.

Optional activities outside of the school day.

We may charge for optional, extra activities provided outside of the school day, for example, sports, science, arts or ICT clubs. Such activities are not part of the national curriculum or religious education, nor are they part of an examination syllabus.

The school will consider cases of hardship on a case by case basis. It will use its discretion to offer reductions or remissions, for optional activities outside of the school day, to children who are in care or eligible for Pupil Premium funding.

Lettings

Where possible and appropriate, the school will make its facilities available to the community, groups and individuals, giving priority for use with educational objectives. See the school's Lettings Policy for more details.

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.

Support for cases of hardship will come through fundraising or income for disadvantaged pupils (Pupil Premium). Parents/carers who would qualify for support are those who are in receipt of *Income Support Child Tax Credit, Income-based Jobseeker's Allowance or Asylum seekers support, Child Tax Credit, State Pension Credit and Income-Related Employment and Support Allowance.*

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/or charges to parents/carers.

Voluntary contributions

Voluntary contributions may be sought for activities during the school day which entail additional costs which might not otherwise be possible. For example, for cooking materials, a theatre group performance or science or history presentation or visits to museums or other locations, including transport costs. If the activity cannot be funded without voluntary contributions, the Headteacher will make this clear to parents at the outset.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then the activity or visit will be cancelled.

Arrangements for monitoring and evaluation

The Resources Committee will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, any remissions or subsidies awarded (without giving names) and the source of any subsidies.