



WATERSIDE ACADEMY
CHARGING AND REMISSIONS
Reviewed Autumn 2015
Reviewed Autumn 2016
Reviewed Autumn 2017
To be reviewed Autumn 2018

Introduction

The governing body cannot charge parents and pupils for any activity unless it has drawn up a Charging Policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, meaning that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The governing body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such an activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such teaching is not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Section 12 of the Governance Handbook provides further guidance on finance.

Status

Statutory

Purpose

The purpose of this 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: 8.55 am - 3.15pm.

What was consulted?

The policy has been informed by *A Guide to the Law for School Governors and Charging for School Activities 2014*.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

Roles and responsibilities of head teacher, other staff, 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, 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**. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, leaders of Workshops, bought in to enhance the learning beyond the remit of the National Curriculum, visiting authors, artists, sports coaches or other providers of opportunities above and beyond what would be expected in a normal school day. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. **However, it will be made clear to parents that these activities are additional and as such will not continue if sufficient voluntary contributions are not forthcoming.** This may also impact upon the number of enrichment activities made available in future months, as many Book Weeks and School journeys are planned at least 6 months ahead.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example French Club, P.E training from outside agencies and after school care. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. From time to time, this may include a visit to the theatre, or other opportunities to provide extended cultural or learning opportunities beyond a school remit.

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. **Pupils whose parents are receiving Income Support; Income-based Jobseeker's Allowance; support under Part VI of the Immigration and Asylum Act 1999; Child Tax Credit (providing they are not also entitled to Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed £16190 FY 05/06); or Guaranteed Pension Credit will be actively encouraged to seek the Head in confidence so that subsidy via grant or school Budget Share can be organised, if it is possible to do so.**

Residential School Journeys

Charges will be made for board and lodging, **except for pupils whose parents who prove they are receiving Income Support; Income-based Jobseeker's Allowance; support under Part VI of the Immigration and Asylum Act 1999; Child Tax Credit (providing they are not also entitled to Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed £16190 FY 05/06); or Guaranteed Pension Credit** 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.

For school journeys taking place in a school week, voluntary contributions will be sought to make the project viable. In such cases parents will be told how the charges were calculated. **As with other additional activities within the school day, it will be made clear to parents that these activities are additional and as such will not continue if sufficient voluntary contributions are not forthcoming.**

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.**

Parents who would qualify for support are those who are *receiving Income Support; Income-based Jobseeker's Allowance; support under Part VI of the Immigration and*

Asylum Act 1999; Child Tax Credit (providing they are not also entitled to Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed £13,910 FY 05/06); or Guaranteed Pension Credit. There may also be discretionary support for families who have had change of circumstance, or those who have 2 or more siblings involved in the school event or journey. This will be decided by the Head.

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

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy regularly.