



**Goring Church of England
(Aided) Primary School**

Faith, Love and Learning

**CHARGING AND REMISSIONS
POLICY
Autumn 2017
Review Autumn 2020**

Mission – what is our reason for being?

- To educate
- To nurture
- To serve the community
- To develop children's faith and spirituality
- To be inclusive
- To improve life outcomes
- To develop children's life and learning skills
- To develop morals and principles

Our Values

- ✓ Love
- ✓ Faith
- ✓ Self –worth
- ✓ Respect
- ✓ Aspiration
- ✓ Equality
- ✓ Fun

Our School Vision for 2020

To be a Church of England Primary School that:-

- Secures outstanding outcomes for all children throughout the primary age range.
- Establish positive, recognisable 'hallmarks' for children that reflect our ethos and values.
- Reflects God's love in the community and beyond.

POLICY ON CHARGING AND REMISSIONS FOR SCHOOL ACTIVITIES

Purpose of the policy

The purpose of this policy is to provide clear information about charging and voluntary contributions for Goring C E Primary School activities.

Charging and Voluntary Contributions

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours. Goring C E Primary School follows the West Sussex policy for charging for school activities that mirrors the information given in the Department for Education's advice document published in November 2013.

(<https://www.education.gov.uk/aboutdfe/advice/f00213976/school-charging>)

No compulsory charge will be made for any activity which takes place during school hours. Any contribution is entirely voluntary, and the pupils of parents who are unable or unwilling to contribute are not discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

Where charges can be made

Below we set out **what the school can charge for**.

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education

- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Arrangements

All letters regarding contributions for school activities will make it clear that these are voluntary and that children of parents who do not contribute will not be treated differently. If any parents have any financial difficulty (no child will be prevented from taking part) they will be invited to talk to the Headteacher who will come to an agreed arrangement.

Pupil Premium Children are asked for a contribution of 25% of the cost of any day trips, with the Pupil Premium budget covering the remaining 75%. This relates to all children under any of the following categories:

- Free School meals
- Ever 6
- Service Children
- Post looked after children /adopted

A separate letter is sent to the parents detailing this reduced voluntary contribution.

Residential trips

Special rules apply for residential activities.

a) In School Hours

If a residential activity takes place largely during school time (50% or more of the whole time spent on the activity occurs within schools hours), it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel. However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging. Voluntary contributions (as above) will be requested.

Parents of children entitled to Pupil Premium funding or currently experiencing hardship will be encouraged to discuss payment on an individual basis as appropriate.

b) Outside School Hours

An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of school hours. In this case, and for a residential trip, this will be considered as an "optional extra" and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision.

Parents of children entitled to Pupil Premium funding will be invited to discuss payment on an individual basis as appropriate.

Music Tuition

There will be no charge for musical tuition if the teaching is an essential part of either the national curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. For other musical tuition, charges will be made for individuals or groups to play a musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at school. No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989).

Monitoring and Review of Policy

The Governing Body will review this policy every 3 years, and as necessary due to any changes in legislation.

Approved by the Governing Body at their meeting on 15th March 2017

Please see the Learning Outside the Classroom guidance on school policies available at:

<http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf>

Below are 4 example letters that will be used when contacting parents

EXAMPLE LETTER 1 (Ref: Purchase of equipment, books or musical instruments)

Dear Parent,

During each school year pupils, as part of the curriculum, may make certain articles out of materials provided by the school. There are also occasions when specific books, equipment or instruments might be acquired for pupils.

At times, parents might wish to own such items, and it is possible for these to be purchased from the school at a price equivalent to the cost incurred by the school.

If you are interested in buying any items, please either detach and return the slip below indicating your wish to make a purchase or write to me at any time during the year. You will be told the cost of any item in a note which your son/daughter will bring home. Payment would become due immediately. Naturally if, you do not wish to own any particular article, your child will not be disadvantaged in any way as the school has a duty to provide all materials and equipment to ensure an effective delivery of the National Curriculum.

If any parent is interested in owning materials or equipment, but feels unable to meet the cost at present, please do not hesitate to make an appointment with me to discuss how a resolution might be achieved.

Yours sincerely

EXAMPLE LETTER 2 (Ref: charging for an 'Optional Extra')

Dear Parent,

Example: Visit to Theatre

It is intended to arrange a visit to xxxxxxxxxxxxxxxx on xxxxxxxxxxxxxxxx(date) for a performance of xxxxx commencing at 5.00 p.m. the journey will be by coach, leaving the school at 2.30 p.m. Return to school is expected to be about 10.30 p.m.

As the major part of the journey is outside of school hours and the activity is not directly related to the children's curriculum or an examination for which they are being entered, there will be a charge for the visit amounting to £xx per head. This includes the cost of the coach and of the theatre ticket.

Participation in the visit is voluntary. Those pupils choosing not to take part will follow a normal timetable until the end of the school day at 3pm when transport home will be as normal.

If any pupil/student wishes to take part in the trip, but current circumstances make it difficult to meet the charge, please do not hesitate to contact me in the confidence to discuss whether it is possible to reach some mutual arrangement.

Yours sincerely

EXAMPLE LETTER 3 (Ref: requesting 'Voluntary Contributions' for a residential Educational Visit)

Dear Parent

Residential Visit

We are proposing to arrange a residential trip to xxxxxxx next year/summer/autumn for Class/Year X pupils. The dates planned are xxx to xxxxx inclusive, and the children/students will stay at xxxxxx (name of hotel/establishment). The purpose of the trip is to enhance the curriculum for the children/students and they will benefit (give brief details of educational opportunities and benefits).

The total cost per pupil for the trip will be £ xxx, which includes an element for board and lodging which is chargeable to parents.

The cost of board and lodging will be £xxx per child/student, which includes breakfast, packed lunch and dinner. Payment of £xxx deposit is required by (insert date), with the balance being paid by (insert final date) either in a lump sum or by instalments as agreed with the leader of the trip.

If a family is in receipt of specific benefits which mean that you child is eligible for a Fee School Meal, the school is obliged by law to waive the charges for board & lodging. A list of the benefits applicable is set out in the School Prospectus and in the school's charging policy. The charging policy is available from the school office together with a free school meal eligibility form. If you wish to speak to me in confidence about the entitlement to waive the charges, please do not hesitate to contact me to make an appointment.

All other costs, including transport, will be £xx, and parents are being asked to make a voluntary contribution for all or part of this amount. Parents are not obliged to make a contribution but it is probable that if insufficient monies are received, the trip will have to be cancelled. If there are exceptional cases of hardship, the school will support costs through its own budget and the Pupil Premium grant for disadvantaged pupils. Further details of the trip will be sent at a later date.

Yours sincerely

EXAMPLE LETTER 4 (Ref: Requesting 'Voluntary Contributions' for an Educational Visit)

Dear Parent

Visit to xxxxxxxxxxxxxxxxxxxxxxxxx

It is intended to arrange a visit for Class xxx/xx pupils to xxxxxx on (date). The journey will be by coach, leaving school at xxx am. Arrival back at school will be at about xxx p.m. and, if you wish your child to participate, you would need to meet your child, or make arrangements for his/her collection, at that time.

You are invited to make a voluntary contribution of £x to cover the cost of the transport and other incidental expenses, but you would need to provide a packed lunch. Although the contribution is voluntary, I do need to point out that it is probable that the visit could not take place unless all parents, who are able, are willing to contribute.

I appreciate that some families might find it particularly difficult to contribute all or part of the suggested sum, and if you feel that you are in such a position, please do not hesitate to contact me in confidence to discuss whether some suitable arrangements can be made to cover the cost of your child's participation.

I also need to stress that if a family were unable contribute, and the trip were still to proceed, no child with the class/year group for whom the trip is intended will be disadvantaged and be left out of the activity.

Yours sincerely