



Carr Green Primary School

Charging & Remissions

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the *Department for Education* guidance and complements the school's policies for Inclusion and Educational Visits.

As a school community, we are strongly committed to safeguarding children. Our goal is to work in close partnership with parents/carers and other agencies. Underpinning our whole philosophy is the firm belief that the welfare of the child is paramount.

Definition

The school day is defined as 8.55am until 3.20pm The midday break does not form part of the school day.

Responsibilities

The Head teacher will ensure that staff are familiar with and correctly apply the policy and will review the policy every year with the School Business Manager.

Policy statement

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 may make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example educational visits.

In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. However, if insufficient funds are available, it may be necessary to curtail or cancel activities.

Our PTA, at their discretion, can make contributions towards the costs of educational visits and visits by outside specialists into school, for example theatre groups.

Optional activities outside of the school day

We aim to provide our extra curricular activities at no charge. However, where the school incurs costs we may charge for optional, extra activities provided outside of the school day, for example Judo Club. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Family Learning & Extended Services

The school endeavours to provide Family Learning opportunities at no cost to those taking part. Most events are run by Adult and Community Learning or by school staff. Costs incurred through Family Learning will be funded through Extended Schools funding where possible but on occasions, those taking part may be charged a fee to cover the costs of 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. 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.

Residential Visits

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits.

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. In such cases parents will be told how the charges were calculated.

Calculating Charges

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

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 or won't. Support for cases of hardship will come through voluntary contributions, and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

Eligible benefits

Income Support / Income-based Jobseeker's Allowance / Universal Credit

Support under part VI of the Immigration and Asylum Act 1999; or

Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, (assessed by The Inland Revenue), which does not exceed the amount specified each year.

This policy is reviewed annually and was updated by HT and SBM 18th January 2018.

Signed: _____ Head teacher

Date: _____

Due to be reviewed: January 2019 (earlier if necessary)