

METHLEY PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY

1. Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

2. Responsibilities

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

3. Charges cannot be made for

The Governing Body of the School recognise that legislation prohibits charges for the following;

- 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 religious education.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place 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 religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

4. Charges may be made for:

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Supply teachers engaged purely for optional extras
 - Entrance fees
 - Insurance costs
- Vocal and musical instrument tuition.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam.
- Any other education, transport or examinations where no further preparation has been provided by the school.

- Any other education, transport or examination fee unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs.
- Any extended school activity
- Any additional hours (greater than the statutory 15) deemed to be for child care for 2 year olds. In accordance with the Education (Charges for Early Years Provision) Regulations 2012.
- Damage/vandalism/loss to and of school property.
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy).

Every effort will be made to ensure that all information defines costs and activities as simply and clearly as possible and is communicated well in advance, to enable families to plan for any charges. Activities will not be confirmed until parental/carer agreement has been received. This must be by the return of a signed reply slip.

5. **Board and lodging on residential trips:** information about activities and costs to be distributed to parents and carers well in advance of any residential visit to enable financial planning.

6. Remission

Children whose parents are in receipt of the following support payments will, on addition to having a free school lunch entitlement (not UFSM), also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are;

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,105
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008
- Swimming lessons in KS2 take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and ask parents for their written permission for their child to take part in the activity.

Completion of the request for funding assistance form will be completed for record purposes.

7. Voluntary Contributions

Parents will be invited to make voluntary contributions for the following;

- School Visits
Charging for educational visits will be carefully considered to ensure good value for money. Health and safety will be of paramount importance when considering costs and conditions.
- Board and lodging on residential visits (not to exceed the costs) as well as the full costs when a visit is deemed to be an 'optional extra'.
- The proportionate costs for any pupils on activities wholly or mainly outside school hours ('optional extras') to meet the costs of: travel, materials and equipment, non-teaching staff costs, entrance fees and insurance costs.

- Any materials, books, instruments or equipment, where a child's parent wishes him or her to own them
- As an exception to the requirements set out in 3 above, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents;

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

8. School Meals

The school will annually publish the price to be charged for school meals.

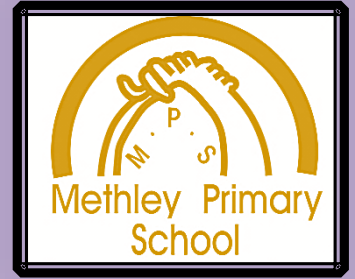
Date of Policy approval:

Date of Policy review: November 2018

Policy approved:

_____ Chair

**CHARGING AND REMISSIONS –
REQUEST FOR FUNDING ASSISTANCE**



Name: _____

Address:

Name of pupil: _____

Request for assistance to help fund the following visit/activity:

Amount of assistance required:

Signed: _____
Parent / Carer

The above application for financial assistance in respect of the above visit has been considered and approved / rejected by the Headteacher and Chair of Governors.

Signed: _____
Headteacher

Signed: _____
Chair of Governors

Dated: _____