

Cranbrook Church of England Primary School



Charging and Remission Policy

Updated by: Tracey Surmon	April 2018
Agreed by governors:	
To be reviewed:	April 2020

Signed by Chair of Governors:	
Signed by Headteacher:	

Charging and Remissions Policy

Purpose

The purpose of the 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: 8:50-3.15pm.

What was consulted?

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

Relationship to other policies

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

The **headteacher** will ensure that the following applies:

No charges will be made for:

During the school day

Education that is 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.

The staff and governors recognise the importance of activities that while not an essential part of the curriculum, add value and enjoyment to the experiences of the children. Voluntary contributions may be sought for such activities during the school day which entail additional costs, for example off site visits and visiting theatre groups.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if insufficient voluntary contributions are collected.

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 where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated on request.

Residential visits

Charges will be made on residential visits which are part of the national curriculum for board and lodging costs only. Pupils whose parents are in receipt of certain benefits (see remissions on page 4) may not be charged for board and lodging costs.

Music tuition

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the National Curriculum or public examination syllabus.

Optional activities outside the school day

Charges may be made for optional, extra activities provided outside of the school day, such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be a pre-requisite for the provision of any optional extra activity.

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 cannot. Support for cases of hardship will come through voluntary contributions and fundraising. Parents who qualify for support (see page 4).

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. Parents who qualify for support are listed on page 4

Voluntary contributions

The staff and governors recognise the importance of activities that while it may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs, for example, science or math's weeks.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help

from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Remissions

Pupils, whose parents are in receipt of the support payments will in addition to having a free lunch entitlement, be entitled to a remission for any charges for board and lodging for residential visits which are part of the National Curriculum.

Support benefits

Remissions will be made as above for pupils whose parents are in receipt of the following benefits:

- Income support
- Income based Jobseeker's Allowance
- support under part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed [the sum given in the Inland Revenue and Customs rules]
- guaranteed element of State Pension Credit
- income related employment and support allowance (that was introduced on 27 October 2008)

At the discretion of the Headteacher other cases of hardship where parents are not in receipt of any of the above support may be considered to remit charges wholly or in part.

Arrangements for monitoring and evaluation

The school's Senior Management Team will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

It will seek to evaluate the impact of the pupil premium on those children in receipt of this additional funding.