

CHARGING AND REMISSIONS POLICY

Kinderley Primary School



Signed:

V Horspool/L Smith (Co-Chairs)

J Atkins (Head)

Date: 16.7.18

Review date: July 2019

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:

9.00 – 12.00 Key Stage 1 9.00 – 12.15 Key Stage 2

1.00 – 3.15 Key Stages 1 and 2

The policy has been informed by A Guide to the Law for School Governors.

Roles and responsibilities of the Head Teacher, other staff and Governors

The head teacher will ensure that the following applies:

During the school day: All activities that are a necessary part of the National Curriculum or Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and 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 the National Curriculum, we will make a charge.

Voluntary contributions at a subsidised rate, may be sought for activities during the school day, which incur additional costs, for example, swimming, transport, educational visits etc. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if there are not enough parental contributions to make the visit viable then it will not go ahead.

From time to time we may invite non-school based organisations to arrange an activity during the school day. Voluntary contributions may also be requested to cover the cost of these activities.

Optional activities outside of the school day: We may charge for optional, extra activities provided outside of the school day, for example, after-school clubs such as sports clubs. Such activities are not part of the National Curriculum or Religious Education.

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 in circumstances where parents approach the school because they are in receipt of Universal Credit with an annual net earned income of no more than £7400; Income Support; Income-based Jobseeker's Allowance; Support under part VI of the Immigration and Asylum Act 1999; the guarantee element of State Pension Credit, or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed £16,190) and an Income-related Employment and Support Allowance.

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: 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 contingency funds and fundraising.

Parents who would qualify for support are those who are in receipt of Universal Credit with an annual net earned income of no more than £7400; Income Support; Income-based Jobseeker's Allowance; Support under part VI of the Immigration and Asylum Act 1999; the guarantee element of State Pension Credit, or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed £16,190) and an Income-related Employment and Support Allowance.

Nursery Class sessions

Some children are entitled to fifteen free hours of early learning from the beginning of the school term following their second birthday. Children are eligible if parents are in receipt of Universal Credit with an annual net earned income of no more than £7400; Income Support; Income-based Jobseeker's Allowance; Support under part VI of the Immigration and Asylum Act 1999; the guarantee element of State Pension Credit, or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed £16,190) and an Income-related Employment and Support Allowance.

From the term after their third birthday, all children are entitled to fifteen free hours of early learning which equates to five morning sessions a week. Any additional hours are chargeable at the current rate which is available from the school office.

For two-year olds not eligible for free sessions and three-year olds with additional hours, invoices will be sent out monthly in advance. It is expected that payment is received within seven days unless alternative arrangements have been made with the school office. Sessions are payable even if a child doesn't attend and fees will only be reimbursed if a child is in hospital.

Arrangements for Monitoring and evaluation

The Resources Committee of the Governing Body will monitor the impact of this policy by reviewing the budget on a termly basis.