



Wood End School

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Charging and Remissions Policy

Previously Reviewed: September 2015

Latest Review: September 2018
Reviewed By: Resources Committee

Frequency of Review: Tri-annual
Next Review Date: September 2021

File Name: charging_remissions_sept18_3yrs

‘Learning Together, Respecting Each Other’

‘Wood End School is an inclusive school and respects and values the diversity of the community’

Status

Statutory

Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. No child will be excluded from an activity because of their parent's inability to make a contribution.

What was consulted?

The policy has been informed by *A Guide to the Law for School Governors* and the DCSF guidance "*Planning and Funding Extended Schools*" and "*Charging for School Activities*" (January 2009). DfE "*Charging for school activities*" May 2018.

Relationship to other school policies

This policy compliments the school's equality policy and offsite visit and LOtC activities procedure.

Roles and responsibilities of headteacher, other staff, governors

The headteacher, staff and governors will ensure that the following applies:

1. No charges will be made for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment) with the exception of activities referred to under section 2. Please refer to the table within this policy for 'Activities which will or may be charged for';
- 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 the school's basic curriculum for religious education;
- tuition for pupils learning to play musical instruments (or singing) if the tuition 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school*;
- education provided on any trip that takes place during school hours. Voluntary contributions may be requested.

2. Activities for which charges may be made

a) Activities outside school hours

Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school

hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged parents will be notified of the policy for allocating places.

c) Music tuition

Music tuition for individuals or groups of up to four pupils.

Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, equipment, and cooking ingredients, where a parent wishes their child to own them	For example, a clay model – a charge to cover the cost of the clay, or a cooked product that will be consumed or taken home	
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	
Charges will/may be made for workshops/experiences provided by an external organisation to enhance the National Curriculum	The charge will not exceed the actual cost	
Charges will be made, if applicable, for Breakfast Club and Nursery Extra Sessions	Costs cover staff, resources and premises. Payment is required by the end of each half term. Failure to pay may result in withdrawing this service.	Families qualifying for remission (see below). Payment plans can be made available on request.
Trips outside of school during the school day	The cost of the visit, coach and extra hours worked by TAs will be included in the cost. No profit is made.	

Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Families qualifying for remission (see below)
Cost of replacing damaged equipment e.g. schemed reading books, or broken windows	Full replacement charge will be made	

3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Parents in receipt of:

- Income Support;
- Income-based Jobseekers Allowance;
- Income-related Employment and Support Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- The guaranteed element of Pension Credit;
- Child Tax Credit, (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190);
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit;
- Universal Tax Credit – if you apply on or after 1st April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Additional categories of parents may claim help with some costs in some circumstances e.g. via the school's allocation of pupil premium.

4. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish information providing details of each visit in advance so that parents can plan ahead. Parents/carers will be notified of residential trips approximately 6 months prior to the visit taking place;
- we have established a system for parents to pay in instalments (through e.g. SchoolComms);
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip;
- we acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection;

- If insufficient contributions are received then certain activities may not be able to take place;
- If the income from an activity exceeds the costs incurred by more than 5% a pro-rata refund will be made to all parents who have contributed.

Arrangements for monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of this policy by receiving on an annual 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 school's extended services on those children most in need of additional support.