



Resilient Respectful Reflective

Brightwell cum Sotwell

CofE

Primary School

Charging and Remissions For School Activities

Policy

Monitoring and evaluation

This policy will be monitored by the Governors and reviewed by the staff as part of the school's monitoring cycle

Date of writing: – October 2015

Date of review: – October 2017

Date policy approved by Governors: 11th February 2016

Signed:

Headteacher: Cameron Lancaster _____ Date: _____

Chair of Governors: Robert Frost _____ Date: _____



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Summary for Parents

At Brightwell School we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development.

All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge.

But there are some strict rules we have to abide by.

Our charging policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

1. The policy identifies activities for which Charges:

- Will not be made
- Will be made
- May be waived

2. Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils.

All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.



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The Law says:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

3. No Charge will be made when:

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
2. 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
3. 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
4. Education provided on any trip that takes place during school hours
5. Education provided on any trip that takes place outside school hours
6. If it is part of the National Curriculum or Part of the school's basic curriculum for religious education
7. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
8. Transport provided in connection with an educational trip



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4. Activities for which charges may be made

Activities outside school hours

Non-residential activities (other than those listed in 3 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).

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 remissions policy 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 3 above).

Music tuition

Music tuition for individuals or groups of up to 4 pupils

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

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% 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 2 sessions.

A "half day" means any period of 12 hours ending with noon or midnight on any day.

It is the policy of Brightwell School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision



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Activity or thing which will or may be charged for	Notes	Removal or Reduction of charges available?
Charges will/may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them;</i>	E.g. A clay model – a charge to cover the cost of the clay.	Yes
Charges will 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	No
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Removal of charge for category A (see Below)

5. Removal or reduction of 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.

6. Families qualifying for removal or reduction of charges

If removal or reduction of charges 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.

Category A

Benefits required qualifying for reduction in charges – Parents in receipt of:



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- 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 the Inland Revenue) does not exceed £16,105 (as at December 2014 - for the year 2015/16).
- Guaranteed State Pension

Additional categories of parents may claim help with some costs in the following circumstances:

Category B

Where parents have more than two children in the school, and more than two of the children are involved in the same trip / activity.

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 a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- 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



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Appendix 1

Examples of circumstances in which we might ask for voluntary contributions include:

Transport to swimming sessions
Transport on trips
Admission charges

Why do we need to ask for voluntary contributions?

We want to offer a wide range of activities to broaden your child's experience but we can't afford to do everything we would wish without help from parents.

What happens if I am unwilling to pay?

Your contribution is voluntary.

Your child will not be excluded from the activity BUT if we do not receive enough voluntary contributions we may have to cancel the activity

What happens if I am unable to pay?

Parents in certain financial circumstances will not be expected to make voluntary contributions

Will my voluntary contribution pay for people who have not paid?

No. The amount we ask in voluntary contribution must not exceed the actual cost of the activity per pupil.

We promise that:

We will tell you at the outset if the activity cannot be funded without voluntary contributions.

We will give as much notice as possible of any activities which will require voluntary contributions.

We can charge for optional extras



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We can charge for any materials, books, instruments or equipment if you wish your child to own them.

This means that we may make a charge for:

Materials used in technology if your child is expecting to bring the finished product home

Cookery ingredients if your child will bring the result home

Trips which are not part of the school curriculum and outside the school day e.g. some theatre trips, football matches, music concerts

Breakfast and After School Clubs

We can charge for music tuition if it is not required as part of the National Curriculum and is provided for an individual pupil or for groups of up to four pupils.

We promise that:

The charge will not exceed the actual cost of providing the optional extra.

We will obtain your agreement before we provide the optional extra.

Charging for residential visits

We do our best to give every child the opportunity to take part in a residential visit during their time at Brightwell School.

We can't charge for transport although we will usually need to request voluntary contributions.

We may charge for board and lodging (unless parents are in receipt of one or more of the benefits listed at the end of this guide). The charge will not exceed the actual cost.

We promise to help you to plan for these costs by:

Issuing a calendar of visits/activities to ensure that you have as much notice as possible

Having clear procedures to enable you to pay by instalments



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Publishing a fair, objective and transparent procedure for allocating places in case of over-subscription

Special financial arrangements

Parents who are in receipt of any of the benefits listed below will not be required to pay for

- Board and lodging on residential visits (not optional)
- Technology materials
- Music tuition
- Transport to out of school activities

(a) In receipt of:

- 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 the sum given in the Revenue and Customs rules
- Guaranteed State Pension Credit

(b) Where parents have more than two children in the school participating in the same activity / trip.

In addition, reduced rates may be negotiated for:

Extra-curricular activities