



## Charging and Remissions Policy

## **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the LA policy and the DCSF guidance and complements the school's educational visits policy.

## **Definition**

The school day is defined as: 9.00 until 3.15 full time. Nursery times are 8.30- 11.30 and 12.30 – 3.30. The midday break does not form part of the school day.

## **Responsibilities**

The headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy every year.

## **Policy statement**

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. 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 either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, *for example ingredients for food technology, curriculum themed or sports events, educational visits or visitors into school.*

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

## **Voluntary Contributions**

The school or governing body can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities, school trips etc will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity/trip will be cancelled.

There is no obligation to parents to make any contribution. The child will not be excluded from any activity due to his or her parents/guardian/carer either unable or unwilling to pay.

## **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/carers will be told how the charges were calculated.

### **Residential Visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. A charge may be made for certain activities undertaken during the visit.

### **Optional activities outside of the school day**

We aim to provide our extra- curricular activities at no charge. However, where the school incurs costs we may charge for optional, extra activities provided outside the school day, for example Dance and Football clubs. Such activities are not part of the National curriculum or religious education.

### **Optional Extras**

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events

### **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Charges will be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of the National Curriculum.

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

### **After School Clubs**

The school offers additional football coaching after school. An independent qualified coach makes a small charge for running and organising these sessions.

A small charge may also be made for any club which requires additional resources.

### **Extended Services**

We offer a breakfast club for the children attending our school and the local junior school. The cost of each session is £2.00 which includes breakfast and contributes towards staffing and equipment.

### **Calculating Charges**

When charges are made for any activity, whether during or outside the 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 that can't or won't. Support for cases of hardship will come through the School Fund.

Parents who qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or the parents.

### **Eligible benefits**

Parents who qualify for Pupil Premium may apply for support, via the Headteacher or School Business Manager for some of the charges, through the pupil premium funding. Eligibility is based on the following criteria:

Income Support;

Income-based Jobseeker's Allowance;

Support under Part 6 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 £16,040

Guarantee element of State Pension Credit; and

An income-related re-employment

Approved by Governing Body Jan 16

Reviewed Jan17