

Our vision is for our children to be happy and responsible
young people who achieve their best



Charging and Remissions Policy

Reviewed and readopted by the Resources
Committee on 24.06.15

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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 LEA policy and the DfES guidance,

Definition

The school day is defined as: 8.50 – 12.00, 1.00-3.00 [FU], 8.50 – 12.15, 1.10-3.05 [KS1] and 9.00 – 12.15, 1.10- 3.15 [KS2] 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 annually.

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. This includes any materials, equipment and transport to take pupils between the school and the 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 being followed by the pupil(s).

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips. 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 maybe necessary to curtail or cancel activities]

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example sports clubs or theatre visits. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

Optional activities during the school day:

School dinners: payment for these should be made in advance. Where payments are in arrears parents will be notified immediately and informed that when a week in arrears, no further school dinners will be allowed until payment is received. If a child is sent in without a packed lunch following this, then our Pastoral manager will contact the parents to discuss.

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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

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits.

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.

Equality and Diversity

Year groups including children with a disability will not be expected to cover any additional costs required to meet the needs of that individual. All additional costs will be funded by the school.

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 or won't. Support for cases of hardship will come from Pupil Premium funding.

Parents who would 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 charges to parents.

Eligible benefits

Income Support [IS]

Income-based & Contribution-based Jobseeker's Allowance [JSA] or Employment and Support Allowance [ESA] on an equal basis

Income-based Jobseeker's Allowance [IBJSA]

Income-related Employment and Support Allowance [IRESA]

Guaranteed element of State Pension Credit

Child Tax Credit **without** Working Tax Credit [WTC] and annual income below £16,190 a year

Entitled to Working Tax Credit run-on (for a further four weeks after no longer qualifying for WTC)

Support under Part VI of the Immigration and Asylum Act 1999

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