

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 will ensure that, during the school day all children have full and free access to a broad balanced curriculum.

The policy complements the school's Equality Policy, Curriculum Policy and Teaching and Learning Policy.

Definition

The School day is defined as: 8.55 – 15:30. The midday break (12:00 – 13:25, Infants and 11.30 – 1.00, Foundation) does not form part of the School day. The Policy has been informed by A Guide to the Law for School Governors.

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 materials and equipment. It excludes charges that may be made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is part of the National Curriculum or public examination syllabus we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example educational visits, costs for transport, costs for entry.

In these circumstances no pupil will be prevented from participating because his/her parents or carers cannot or will not make a contribution.

From time to time we may invite a non-school based organisation such as a theatre group to arrange an activity during the day and a voluntary contribution would be asked for.

If insufficient funds are available, it may be 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 Cheerleading or Multi Skills sessions. Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus.

Activities 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 portion of time spent falls outside of normal school day, charges will be made. When such activities are arranged parents and carers 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, who will, nevertheless, be asked to contribute to the cost of the visit.

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 cannot or will not. Parents or carers who would qualify for support are those who are in receipt of eligible benefits (see below).

Financial support would be funded by the school from fundraising income.

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

Music Tuition

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.

Eligible benefits

Income Support;

Income-based Jobseeker's Allowance;

Income related Employment and Support Allowance

The Guarantee element of State Pension Credit

Support under part VI of the Immigration and Asylum Act 1999; or

Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income does not exceed £16,190.

Working Tax Credit 'run on'- the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

In addition to Free School Meal Entitlement

Arrangements for monitoring and evaluation

The Resources Committee of the Governing body will monitor the impact of this policy by receiving, at the meeting a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of these subsidies.

Policy Review

This Policy will be reviewed annually or as national guidelines change.