



Ash, Cartwright & Kelsey Church of England Primary
School (Aided)

Charging and Remissions Policy

Lead Governor: Mr A Collings
Lead member of staff: Head Teacher

Date approved: July 2016
Review date: September 2017

We believe that our school is welcoming safe and stimulating, promoting a love of learning and offering opportunities for all to succeed. As a Church school we see friendship, forgiveness, respect and compassion as being at the heart of what we do.

This set of values is reflected in all our policies.

Guidance

No charges can be made unless the governing body of the school or local authority has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and also include the policy for remissions. The governing body are responsible to ensure that the charging and remissions policy is published.

A policy statement should take account of each type of activity that can be charged for and explain when charges will be made.

School governing bodies and local authorities **cannot** charge for:

- an admission application to any maintained school;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum¹, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments 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, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to. This may mean that some activities will need to be cancelled if the school budget cannot cover the costs.

If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents.

Activities which are an essential part of the syllabus for an approved examination must be provided free.

The remissions policy must set out any circumstances in which the school or local authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a school may decide to provide an Italian language evening class as an optional extra. The governing body may decide to reduce the cost for those children whose parents are in receipt of certain benefits.

Chapter 23 of A Guide to the Law for School Governors provides further, detailed guidance on residential activities, use of mini-buses, public examinations and activities provided during school hours by external bodies.

¹ It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

Status Statutory

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum and sets out the charges and remissions for activities.

The school day is defined as: 8.35am to 12.15pm and 1.15pm to 3.15pm

What was consulted?

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

Relationship to other school policies

The policy complements the school's equal opportunities policy, educational visits policy and the teaching and learning policy.

Roles and responsibilities of headteacher, other staff, governors

The **Head Teacher** will ensure that the following applies:

No charges will be made for

- Education that is a necessary part of the National Curriculum. This includes any materials, equipment and transport to take pupils between the school and the activity
- 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. This includes any materials, equipment and transport to take pupils between the school and the activity
- Tuition for pupils learning to play a musical instrument or singing if the tuition 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
- entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination re-sits if the pupil is being prepared for the re-sits at the school

Activities for which charges will be made

- Any materials, books, instruments, or equipment, where the child's parent wishes them to own them
- Optional Extras (see below)
- Music and singing tuition, in limited circumstances (see below)

Optional Extras

- Education provided outside of the school day that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for or part of religious education [*Extended school services i.e., Childcare for under 2, 3, & 4 year olds in addition to the 15 hours nursery entitlement, Breakfast Club, After School Club, Lunch Club, Individual/ small group music lessons.*]
- Entry for an Examination where the pupil has not been prepared for the examination at the school
- Books materials instruments or equipment provided in connection with an optional extra

- Non-teaching staff in relation to the costs of providing an optional extra
- Teaching staff engaged under a contract for services purely to provide the optional extra
- The cost/proportion of costs for teaching staff employed to provide music tuition where the tuition is an optional extra
- Board and lodgings for pupils on a residential visit (see below)
- Transport that is NOT required to take the pupil to school or to other premises where the LA/governing body have arranged for the pupil to be provided with education
- The costs of replacement or repair as appropriate for the loss or damage to school property or property of others while it is on school premises
- The costs of replacement or repair as appropriate for the loss or damage to school property while it is off school premises

Charges for optional extras

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example: *Breakfast Club, After School Club*

Participation on any optional extra will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will therefore be a necessary pre-requisite for the provision of an optional extra.

Cancellation: If a booked place is not taken the full cost of the session will still be charged unless a minimum of 24 hours notice before the start of the session is given via the school office or club mobile number.

Activities partly during school hours

Where an activity takes place partly during and partly outside of school hours, there is a basis for determining whether it is deemed to take place either outside or inside school hours. If 50% or more of the activity including travel time falls during school hours it will be deemed to take place during school hours and no charge will be made. However, if 50% or more of the activity including travel time falls outside of school hours it will be deemed to take place outside of school hours and a charge can be made under optional extras.

Music Tuition

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus. e.g. individual/small group lessons provided by external teachers.

Residential visits

Residential visits deemed to take place during school hours

Charges will be made on residential visits which are part of the national curriculum for board and lodging costs only. For pupils whose parents are in receipt of certain benefits (see remissions on page 5) may not be charged for board and lodgings costs.

Residential visits deemed to take place outside school hours

Charges for board and lodging will be made. If the residential visit is deemed to take place outside school hours (i.e. 50% of the number of school sessions is equal to or greater than the number of half days spent on the visit) and is not an essential part of the national curriculum or public examination syllabus other charges will be made to cover costs. [*e.g. instructors for specialised activities*] In such cases parents will be told how the charges were calculated.

School mini-bus

Charges will not be made for transporting pupils to or from the school premises where the governing body or local authority has arranged for pupils to be educated or in connection with an educational visit.

Charges for use of the school mini-bus will be made as follows: The school does not own a mini-bus. Where transport is needed specialist coach firms are used. The cost element is calculated per-pupil and added to the cost of entry fees or pre-ordered souvenirs. The cost of transport is usually subsidised by the PTFA, a grant from the Trust or school budget.

N.B. Only the school's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued under section 19 of the Transport Act 1985. Permits can be acquired via the Traffic Commissioner (Department of Transport). No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

Further information on licensing arrangements can be found at http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022619

Voluntary Contributions

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Calculating charges

Where 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 element of subsidy to support the costs for any pupils who are unable or unwilling to pay. Support for cases of hardship will come through voluntary contributions and fundraising.

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

Remissions

Pupils, whose parents are in receipt of the support payments will in addition to having a free lunch entitlement, be entitled to a remission for any charges for board and lodging for residential visits which are part of the National Curriculum.

The school is able to apply to Ash Educational charities for a grant to support travel. This grant is used to off-set the costs of educational visits through the year. It is also used to help families pay for the school journey where there is more than one child in the same family eligible to take part and where the a family may be in receipt of benefits such as income support.

Arrangements for monitoring and evaluation

The finance Pair monitor the impact of this policy by receiving on a termly 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.

The monitoring pair seeks to evaluate the impact of the school's extended services on those children in need of additional support.