

# Charging and Remissions Policy



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Review Date: November 2016

Next Review date: November 2018

Written by: Headteacher

## Values Statement

At Deal Parochial Primary School the curriculum is firmly rooted in its Christian foundation: enabling every child to grow spiritually and emotionally; fostering imagination and a deep sense of personal identity and self-worth; providing guidance through the loving example of Jesus Christ.

## Mission Statement

Our hope is that each child at Deal Parochial Primary School will develop an appetite for learning that will endure throughout their lives. To achieve this, the curriculum will need to motivate and excite children so that they engage fully in learning, cultivate positive attitudes and relationships, make good progress and fulfil their true potential; living up to our motto - "The best that I can be".

## Aims and objectives

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and Religious Education. We welcome applications from all members of the community, and we ask all parents to respect the Christian ethos of our school and its importance to our community.

Deal Parochial C.E.P School has a responsibility to develop and foster a healthy organisation for staff, children and visitors through a range of activities. The position we adopt on smoking and the use of e-cigarettes (nicotine containing products (NCP))

## Guidance

The Governing Body cannot charge parents and pupils for any activity unless it has drawn up a charging policy. The Governing Body are responsible to ensure that the charging and remissions policy is published.

The Governing Body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

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.

## **Charging and Remissions Policy**

**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: *8.50 am – 3.15 pm*

### **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, curriculum policy, educational visits policy and the teaching and learning policy.

### **Roles and responsibilities of headteacher, other staff, governors**

The **headteacher** will ensure that the following applies:

### **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 individual pupils or groups of up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs, although these will be kept to a minimum and wherever possible be budgeted for from the main school budget.

In these circumstances no pupil will be prevented from participating because his/her parents/carers 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.

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

We will charge for optional, extra activities provided outside of the school day, for example sports clubs or drama. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation on any optional extra will be on the basis of parental choice and a willingness to meet the charges. Although where it is felt by the school that a child would benefit from taking part in an after school activity and a parent is unable to pay, fees may be covered by the Hardship Fund.

### **Residential visits**

Charges will be made on residential visits which are part of the national curriculum for board and lodging, except for pupils whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (providing that working tax credit is not also received) or the guaranteed element of State Pension Credit.

Voluntary contributions will be asked to cover the cost of the coach travel and other activities during the trip.

### **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 the voluntary fund and the school budget.

Parents who would qualify for support are: those are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (providing that working tax credit is not also received and the family's income does not exceed £15,575pa) or the guaranteed element of State Pension Credit.

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

### **Voluntary fund and hardship fund**

The school has set up a hardship fund which will be managed through the voluntary fund. The 3 foundation churches have been asked to contribute and any other donations to the school towards this fund would be gratefully received.

### **Arrangements for monitoring and evaluation**

The Resources Team will monitor the impact of this policy by receiving an annual financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies (see Appendix 2).

Further information and guidance documents and legislative provisions concerning charging for school activities can be found in:

<http://www.teachernet.gov.uk/management/atoz/c/chargingforactivities/index.cfm?code=legi>

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## Appendix 1

# Deal Parochial Church of England (Aided) Primary School

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Dear Treasurer

I am writing to you as one of the school's 3 Foundation Churches to ask if you might like to make a contribution towards a Hardship Fund to support families of children at Parochial who find it difficult to finance the cost of school trips, in particular the residential school journey in Year 6.

In the past the 3 churches made a contribution towards the cost of the school's Building Insurance but in recent years the school's Insurers have changed and the school now shoulders the full cost. I was wondering if you might make a contribution towards the Hardship Fund equivalent to the sum that you previously paid towards the Insurance, which was a sum of £350 from each church.

With all 3 churches contributing annually, plus contributions from the school's own Voluntary Fund, we would be able to ensure that all children could participate fully in the life of the school and the educational visits that enhance the planned curriculum.

I would be very grateful if you could give this plea some thought and even more grateful if you were able to fulfil this request. If you would like any further details about the proposed Hardship Fund and the type of trips that it would finance, then please feel free to contact me.

Kind regards,

Ms J Brown (head teacher)

