



Charging and Remissions Policy

Introduction

We want all of our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions, and is informed by DfE guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

Prohibition of Charges

The Governing Body recognises that legislation prohibits charges for the following:

- 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 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.
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Education provided on any trip that takes place 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 schools basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

LIST OF CHARGES AND REMISSIONS

1	Admissions	No charge will be made for admission to school.
2	School meals	No charge will be made for pupils entitled to free school meals. Pupils on school trips will be eligible for a free packed lunch on that day.
		We will charge all pupils not entitled to free school meals an amount determined by the governing body of the school
3	Activities for pupils that take place during school hours ('School hours' are those when school is actually in session and do not include the lunch break in the middle of the school day)	No charge will be made for activities provided during school hours (with the exception of music tuition – see section 7)
		No charge will be made for transport during school hours e.g. to swimming. A voluntary contribution may be sought for this and other activities which are exempt from charges – see section 11.
		A charge can be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.
4	Activities for pupils that take place outside school hours (non-residential)	<p>No charge will be made for an activity that takes place outside school hours when it is:</p> <ul style="list-style-type: none"> a) a necessary part of the curriculum b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school c) part of the school's basic curriculum for religious education <p>Optional extras We may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Headteacher and the finance committee.</p>

		<p>Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.</p> <p>Costs we can legally recover are as follows:</p> <ul style="list-style-type: none"> a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra b) non-teaching staff c) any materials, books, instruments or equipment provided in connection with the optional extra d) transport to an activity outside school hours
5	Activities that take place partly during school hours either on or off site (non-residential).	<p>Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours.</p> <p>If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 4.</p>
6	Residentials	<p>By law, residentials are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.</p> <p>Board and lodging <i>We will charge pupils an amount up to the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours. If pupils are legally entitled to remission, parents have the right to claim free lodging.</i></p> <p>Travel If the residential is classified as being within school hours, no charge may legally be made for travel costs although a voluntary contribution may be sought. <i>Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil</i></p> <p>Activities on residential If the residential is classified as being within school hours no charge can legally be made for the educational activities provided.</p> <p><i>If the residential is classified as being outside school hours, a charge will be made for the educational activities provided.</i></p> <p>A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.</p>
7	Music tuition within school hours	No charge will be made if the music tuition is an essential part of the national curriculum.

		<p>Charges may be made for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils (except for Children Looked After by the local authority)</p> <p>Charges may vary depending on the size of the group, length of lesson and type of instrument, and should aim to ensure that specialist music tuition is accessible and affordable for all children.</p> <p>No charge will be made for instrumental and vocal tuition, or for instrument hire, music books etc, for Children Looked After by the local authority.</p>
8	Childcare	<p>We will charge families for any childcare offered to children. This includes breakfast club and after school care or care provided during school holidays, with the level of fees and any remissions to be set and reviewed regularly by the governing body, and in accordance with any requirements set by the local authority where it is subsidising the provision. Participation in an optional extra such as this will be on the basis of parental choice and a willingness to meet the charges.</p>
9	Damage to property and breakages	<p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher and Governing Body.</p> <p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher and Governing Body.</p>
10	Remissions and concessions	<p>Remissions</p> <p>Pupils whose parents receive one of the support payments listed below are legally entitled to remissions where specified in this document:</p> <ul style="list-style-type: none"> • Income Support • Income-based Jobseeker's Allowance • Income-related Employment and Support Allowance • Support under Part VI of the Immigration and Asylum Act 1999 • The guaranteed element of Pension Credit • Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) • Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit • Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

		Concessions We may choose to subsidise, in full or part, charges for certain activities and pupils.
11	Voluntary contributions	<p>We will invite parents to make a voluntary contribution towards activities that are exempt from charging.</p> <p>Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.</p> <p>If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.</p>

Signed: Chair of Governors

On behalf of the Governing Body

Dated: