



Charging and Remissions Policy

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.

The school day is defined as:

	Start	Finish
Foundation & KS1	08:55	15:10
KS2	08:55	15:15

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.

Roles and Responsibilities

The Headteacher 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 pupils 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 res-sits at the school

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.

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, provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity and where the visit is not an essential part of the National Curriculum or part of an examination syllabus. In such cases parents will be told how the charges were calculated.

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, for example visiting performers.

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.

Parents who would qualify for support are those who are in receipt of appropriate benefits such as Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008. At the discretion of the Headteacher other cases of hardship where parents are not in receipt of any of the above support may be considered to remit charges wholly or in part of.

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

Arrangements for Monitoring and Evaluation

The Finance Committee will 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.