



Charging & Remissions Policy

Prepared by Alexis Conway, January 2016

Version	Date	Reviewed by	Date of next review	Comments
1.0	June 2018	Resources Ctte	Autumn 2019	Minor changes made to policy on Pupil Premium remissions
1.1				
1.2				

Aims

The purpose of this policy is to ensure that there is clarity about the items which the School will provide free of charge and the items for which there may be a charge.

The writing of this policy has been informed by LA policy and DfE guidance.

Definition

The School day is defined as: 8:50am to 12.00pm, 1.00 pm to 3:20pm. The midday break does not form part of the school day.

Responsibilities

- The Headteacher will ensure that staff are familiar with and correctly apply this policy.
- The Governors have agreed this policy which will be reviewed 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 any materials and equipment to support the activity. It does, however, exclude charges made for teaching an individual pupil or groups of pupils to play a musical instrument (see also section 9 below).

As a general rule, unless the teaching is an essential part of either the National Curriculum, a public examination syllabus being followed by the pupil(s), or part of Religious Education we will make a charge.

Participation in any **optional extra activity** is on the basis of parental choice and willingness to meet any associated charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional charge where charges will be made.

Voluntary contributions will be sought for activities during the School day which entail additional costs, for example field trips. In these circumstances no pupil will be prevented from participating because their parents cannot or will not make a contribution [If insufficient funds are available it may be necessary to curtail or cancel activities.]

From time to time we may invite a non-school based organisation such as *Rainbow Theatre* to arrange an activity during the School day. The School may pass on a proportion or all of the costs of such events to parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

5. Optional activities outside of the School day

We may charge for optional, extra activities provided outside of the School day for example *Gymnastics Club*. Such activities are not part of the National Curriculum or Religious Education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

6. Residential Visits

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits (see section 9. below).

The Headteacher will inform parents in receipt of the benefits listed in section 9. below that there is support available to them when asked for contributions towards the cost of school visits.

Other charges will be made to cover the actual costs of any activities, as appropriate. In such cases parents are invited to ask if they wish to know how the charges were calculated.

7. 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. Support for cases of hardship will come through voluntary contributions, fund-raising and Pupil Premium.

Parents who would qualify for support are those who are in receipt of eligible benefits (see section 10. below).

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

8. Music tuition

Charges will be made unless the teaching of music is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrument and Vocal Tuition Programme.

9. Pupil Premium

Where children are eligible for pupil premium (see below) the School will subsidise residential trips, wholly fund educational trips and pay for music tuition instrument hire.

- Income Support;
- Income-based Jobseeker's Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999; or
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by HMRC, that does not exceed £16,190 [2013/14]).
- the guarantee element of the State Pension Credit;
- and income related employment and support allowance that was introduced on 27th October 2008.