

St. George's Primary School Semington



'I can do all things through Christ who strengthens me.'

Charging and Remissions Policy

November 2016

Introduction

The purpose of this policy is to ensure there is clarity over those items which the school provides free of charge and those items for which there may be a charge.

It has been drawn up following guidance and advice provided by The Guide to the Law (May 2012) section 24 "*Charging for School Activities*"

The school day is from 0900 until 1515.

Policy Statement

During the school day, all activities that are a necessary part of the National Curriculum, plus Religious Education are provided free of charge. This includes any materials and equipment needed.

However, there are certain activities which take place during the school day which incur extra costs. At the present time these are, transport to swimming, and the occasional educational visits or visitors.

A **voluntary contribution** towards these costs is requested from parents. No child will be prevented from attending because his/her parents cannot or will not make a contribution, but if insufficient payment is made then the event may be cancelled. Parents will be informed of this as each letter regarding a trip will contain the following statement:

"As this trip/activity is taking place during the school day and is considered part of our curriculum provision we cannot legally request payment but we are permitted to ask you to make a voluntary contribution. No child, whose parents do not pay, will be kept from participating in the trip/activity but if a substantial number of parents do not pay, then the trip may well not go ahead due to the school having insufficient funds to carry the cost. In this instance the trip/event will then be cancelled. If any parent finds the voluntary payment difficult to make they can contact the head teacher to discuss this in confidence."

Residential visits

For residential visits that are arranged the school will calculate the charge of the board and lodging and will make a charge for this and the charge will not exceed the actual cost. Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support (IS);
- Income-Based Jobseekers Allowance (IBJSA);
- Support provided under Part VI of the Immigration and Asylum Act 1999;

- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2012/13)
- State Pension Credit, where the parent is in receipt of the guarantee credit; and
- Income-Related Employment and Support Allowance.

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours therefore any other costs incurred, including transport to and from the residential, and activities provided as part of the residential, cannot be charged for. The costs of these will be worked out based on the number of children attending and a voluntary contribution will be asked for in line with the policy statement on page 1. If the number of school sessions taken up by the visit is less than 50% of the number of half days spent on the visit, it is deemed to have taken place outside of school hours and therefore the school can charge for the trip and parents can opt in or out.

Calculating charges

The total amount needed for the trip to take place (including the cost of paying adults needed to supervise) will be divided by the total number of children taking part. There will be no levy on those who can pay to subsidise those who cannot or will not pay.

In cases of hardship, parents should speak to the Headteacher who will present their case anonymously to the Governors. Help towards the costs could possibly be met by grants or further subsidy.

Pupil premium

Children who are eligible for free school meals or who are service children attract, to a varying degree, a pupil premium. The head teacher can use their discretion to use some of this funding towards subsidising those children's activities.

Optional extras that can be charged for:

- **Activities during the school day**

A charge is made for individual or small group music tuition as this is not an essential part of the primary curriculum. The cost is based on the size of the group and the length of the lesson. Parents can opt in or out of this service but notice of at least 6 weeks must be given to allow the school enough time to cancel the hours from the music service providers.

- **Activities outside of the school day**

We may charge for optional activities outside the school day for example after school clubs where external tutors or sports coaches are involved or where resources are needed (e.g. cooking).

Responsibilities

The Headteacher will ensure that all relevant members of staff are familiar with and correctly apply the policy. The governing body are responsible for decisions relating to hardship, cancellation of a trip rather than funding from within the school budget and for ensuring the policy is adhered to.