



Meadowside Primary School

Charges and Remissions Policy

Reviewed: September 2018

Next Review: September 2020

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: 8.40am to 3.15pm. Key stage 1 lunch runs from 12 – 1 p.m. and Key stage 2 runs from 12.15 – 1 p.m.

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 plan, 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:

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

Activities for which charges will be made

- Any materials, books, instruments, or equipment, where the child's parent wishes them to own them
- Optional Extras (see below)
- Music and singing tuition, in limited circumstances (see below)

Optional Extra's

- Education provided outside of the school day that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for or part of religious education
- Entry for an Examination where the pupil has not been prepared for the examination at the school
- Books materials instruments or equipment provided in connection with an optional extra
- Non-teaching staff in relation to the costs of providing an optional extra
- Teaching staff engaged under a contract for services purely to provide the optional extra
- The cost/proportion of costs for teaching staff employed to provide music tuition where the tuition is an optional extra

- Board and lodgings for pupils on a residential visit (see below)
- Transport that is NOT required to take the pupil to school or to other premises where the LA/governing body have arranged for the pupil to be provided with education

Charges for optional extra's

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example resources used by children at an after school club, such as cookery ingredients or art materials. Participation on any optional extra will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will therefore be a necessary pre-requisite for the provision of an optional extra.

Activities partly during school hours

Where an activity takes place partly during and partly outside of school hours, there is a basis for determining whether it is deemed to take place either outside or inside school hours. If 50% or more of the activity including travel time falls during school hours it will be deemed to take place during school hours and no charge will be made. However, if 50% or more of the activity including travel time falls outside of school hours it will be deemed to take place outside of school hours and a charge can be made under optional extras.

Music Tuition

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus. In this case, parents enter an agreement to pay charges due direct to instrument instructors.

Residential visits

Residential visits deemed to take place during school hours

Charges will be made on residential visits which are part of the national curriculum for board and lodging costs only. For pupils whose parents are in receipt of certain benefits (see remissions on page 4) may not be charged for board and lodgings costs.

Residential visits deemed to take place outside school hours

Charges for board and lodging will be made. If the residential visit is deemed to take place outside school hours (i.e. 50% of the number of school sessions is equal to or greater than the number of half days spent on the visit) and is not an essential part of the national curriculum or public examination syllabus other charges will be made to cover costs. For example where the residential includes an educational visit to a place of interest or outdoor and adventurous activities requiring specialist instructors. 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 cost, visiting theatre companies, author, historical companies or visits to places of interest.

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

Remissions

Pupils, whose parents are in receipt of the support payments will in addition to having a free lunch entitlement, be entitled to a remission for any charges for board and lodging for residential visits which are part of the National Curriculum.

Support Benefits

- Remissions will be made as above for pupils whose parents are in receipt of the following benefits
- 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 and their annual income does not exceed [the sum given in the Inland Revenue and Customs rules]
- guaranteed element of State Pension Credit
- 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

Arrangements for monitoring and evaluation

The Resources Team 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 and the source of those subsidies.