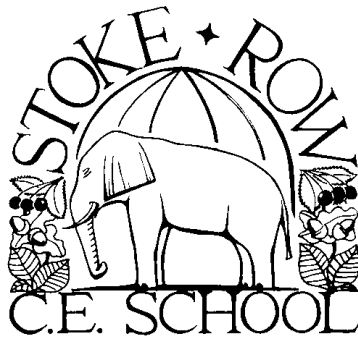


**STOKE ROW
C.E.
PRIMARY SCHOOL**



Charging and Remissions Policy

Document Approval Record

Committee	FGB
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Stoke Row CE School
Charging and Remissions Policy

These policies are all created in line with the Christian foundation of this school which is expressed through our five core values and our view that every child is unique and valued.

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Stoke Row school believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' or carers' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded on the front of the document.

1. Policy Overview

The policy identifies activities for which:

- Voluntary contributions may be requested
- Charges will not be made
- Charges will or may be made
- Charges may be waived

2. Voluntary Contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents or carers who do not make such contributions will be treated no differently from those who have.

The Law says:

If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents or carers from the outset.

No child will be excluded from an activity because parents or carers are unable or unwilling to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will still be given an equal chance to go on the activity.

3. Activities for which charges will not be made

1. An admission application to any state funded school;
2. Education provided during school hours (including the supply of any materials, books, instruments or other equipment). For the meaning of 'school hours' see Appendix.
3. 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;
4. Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parents;
5. Entry for a prescribed public examination, if the pupil has been prepared for it at the school*;
6. Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school;
7. Education provided on any visit that takes place during school hours (see 4a);
8. Education provided on any visit that takes place outside school hours (see 4a) 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;
9. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit;
10. Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
11. Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
12. Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
13. Transport provided in connection with an educational visit.

* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge may / will be made.

4. Activities for which charges will or may be made

1. any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them. E.g. A clay model – a charge to cover the cost of the clay.;
2. optional extras (see Section 4.1 and 4.2);
3. music and vocal tuition, in limited circumstances (see Section 4.3);
4. certain early years provision where these exist;
5. community facilities where these exist;
6. residential visits (see Section).

As noted above, charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

4.1 Optional extras

Optional extras are:

1. education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
2. examination entry fee(s) if the registered pupil has not been prepared for the examination at the school;
3. transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
4. board and lodging for a pupil on a residential visit (see Section 4.2);
5. extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions where these exist).

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;

- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours, the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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

4.2 Residential visits

As noted in Section 3, no charges will be made for:

- education provided on any visit that takes place during school hours;
- education provided on any visit 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 prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

A charge may however be made for:

- board and lodging and the charge must not exceed the actual cost.

Parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. See further Section 5.

4.3 Music Tuition

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. In addition, no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

5. Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents or carers in particular circumstances.

The school will give consideration to the remission of charges to parents or carers who receive the following support payments.

- Universal Credit in prescribed circumstances
- Income Support
- Income-based Jobseekers Allowance
- Support 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 HM Revenue and Customs) does not exceed an amount set annually by HM Revenue & Customs¹
- The guarantee element of the State Pension Credit
- an income related Employment and Support Allowance as introduced on 27 October 2008.

¹ For illustrative purposes this was set at £16,190 in financial year 2013/2014.

Children entitled to Free School Meals are likely to qualify for remission.

Additional categories of parents or carers may be able to claim help with some costs. These cases will be discussed by the Governing body on a case by case basis.

6. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We have established a system for parents or carers to pay in instalments where the cost exceeds £100
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Appendix- Meaning of 'school hours'

Context

A charge will/may only be made for the activity outside *school hours* if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

Education partly during school hours

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Non-residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential visits

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 (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.