

St Mary's C-Of-E Primary School **Charging & Remissions Policy.**

Introduction.

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

The policy has been informed by the LEA policy and the DfES guidance and complements the school's Finance & Lettings policies.

Definition.

The School day is defined as 9.00am – 12.15pm and 1.10pm – 3.10pm. The midday break does not form part of the school day.

Responsibilities:

The head teacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy 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, equipment and transport to take pupils between the school and activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. (See below)

Voluntary contributions may 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 his/her parents cannot or will not make a contribution. (If insufficient funds are available it maybe necessary to curtail or cancel activities.)

From time to time we may invite a non-school based organisation such as Norman's Music to come into school. Such organisations charge parents, who may, if they wish, ask the head teacher to agree to their child being absent for that period.

Optional activities outside of the school day.

We will charge for optional extra activities provided outside the school day. For example theatre visits. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Education partly during the school day.

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the

normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials.

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits.

Other charges will be made to cover costs when the school sessions missed by the pupils totals half or more of the number of half days taken up by the activity. In such cases parents will be told how the charges were calculated.

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 and those who can't or won't. Support for such cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are receipt of eligible benefits.

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

Refund Policy.

If a child is unable to take part (eg, due to illness) any recoverable costs (eg, entrance fee) will be refunded. The school will also refund 50% of any non-refundable costs (eg, coach hire).

If the initial written advice states that a deposit is non-refundable (mainly for residential trips) there will be no refund.

Charges that are made for board & lodging can be waived for those who currently receive free school meals.

Voluntary contributions: the school ensures that costs are kept to a minimum and the school fund subsidizes and supports all school trips.

No child would be excluded because parents are unable to pay.

Music Tuition.

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Eligible Benefits.

Income Support.

Income based jobseeker's Allowance.
Employment and Support Allowance (income related).
Guaranteed element of State Pension Credit.
Support under part VI of the Immigration and Asylum Act 1999.
Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income assessed by The Inland Revenue, which does not exceed £16,190.).

Resources committee 12/10/2015.

To be reviewed Autumn Term 2016.