

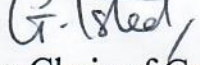
# Charging and Remissions Policy

## Wateringbury CE Primary School

**Policy adopted:** October 2018

**Next review date:** October 2020

**Committee responsible:** Resources Committee

Signed:   
(Co-Chair of Governors)

Date: 20.11.2018

# Wateringbury Primary School

## CHARGING AND REMISSIONS POLICY

### Summary:

All schools are required to have a policy towards Charging and Remissions for activities that take place in and out of school hours. Wateringbury Primary School operates the following policy:

- a) It is proposed that where activities take place during school session time, parents will be invited to make voluntary contributions towards the total cost. Such activities would include swimming lessons, class outings, day visits and any group of visiting actors, musicians, etc. A pupil will not be debarred from taking part in the activity because the parents cannot or will not contribute, but the activity may not take place unless sufficient voluntary contributions are received to cover the cost.
- b) Charges may be made for instrumental music tuition during school hours.
- c) Parents whose children borrow school instruments may be asked to make a voluntary contribution towards their upkeep and repair.
- d) For any activity that takes place outside school session time (e.g. theatre visit), charges will be levied as appropriate.
- e) Charges for craft and cooking materials may be levied where parents have indicated they wish to own the finished article.
- f) Voluntary contributions may be sought to cover miscellaneous expenses e.g. Christmas Parties.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are not an essential part of the National Curriculum or religious education

### **Status Statutory**

### **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.

The school day is defined as:

8.55 – 12.00 and 13.00 – 15.15 Key Stage 1 and EYFS

8.55 – 12.30 and 13.30 – 15.20 Key Stage 2

### **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 complements the information given in chapter 23 of 'A Guide to the Law for School Governors'.

## **Roles and responsibilities of headteacher, other staff, governors**

The **headteacher** will ensure that the following applies:

### ***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 the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

In these circumstances no pupil will be prevented from participating because he/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.

### ***Optional activities outside of the school day***

We may charge for optional, extra activities provided outside of the school day, for example, for example sports clubs. Such activities are not part of the National Curriculum or religious education.

### ***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 to be 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 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, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity and where the visit is not an essential part of the National Curriculum. 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 those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit.

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

## 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 costs.

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.

## Arrangements for monitoring and evaluation

The Finance Committee of the governing body 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 (without giving names) and the source of those subsidies.