

St. Margaret's C.E.



St. Margaret's C of E. Primary School

Charging and Remissions Policy

November 2016

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Aim

This policy has been compiled in line with DfE requirements - *DfE Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities*. October 2014.

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and Governing Body.

Basic Principles

The Governing Body of the School recognise that the legislation prohibits charges for the following;

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Schools and local authorities can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see details below);
- music and vocal tuition, in limited circumstances;
- certain early years provision;
- community facilities

Optional extras for which the school can apply a charge

- Board and lodging for a pupil on a residential visit (e.g. Grafham Water Trip);
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- 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.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- 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);

Charges

The governing body may require staff to request a contribution for the following:-

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - a) travel
 - b) materials and equipment
 - c) non-teaching staff costs
 - d) entrance fees
 - e) insurance costs
- individual or group tuition in the playing of a musical instrument
- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- some extra-curricular activities
- letting of the school premises or grounds
- extended school care activities such as after school clubs

Voluntary Contributions

There is an exception to the rule about not charging for activities in school hours. The Governing Body may invite parents to make voluntary contributions to extend the value of school funds. School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These activities are made possible through the voluntary contributions of parents.

Examples where parents may be asked for a voluntary contribution include:

- Non-residential school Trips
- Enrichment activities e.g. external drama group

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the headteacher.

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Remissions

Charges for chargeable activities may be fully or partially remitted for pupils in receipt of Pupil Premium.

Charges for board and lodging on residential trips will be remitted for parents in receipt of the following benefits:

- a. Income Support;
- b. Income Based Jobseeker's Allowance;
- c. An income-related employment and support allowance
- d. Support under part VI of the Immigration and Asylum Act 1999;
- e. Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) that does not exceed the current year's level.
- f. The Guarantee element of State Pension Credit
- g. Working Tax Credit during the four-week period immediately after the parent's employment finished, or after the parent starts work less than 16 hours per week.

Additionally:

- h. The parent or guardian, must receive Child Benefit for the child they are responsible for

In respect of (e) above account will be taken of any revision to the amount as advised by the Authority.

Publication of Information

This policy will be posted on the school website.

