



**Hoo St Werburgh Primary School
And Marlborough Centre**

CHARGING AND REMISSIONS POLICY

November 2018

Signed
Headteacher

Signed
Chair of Governors

Dated

Dated

To be reviewed 2 Yearly

Next review date November 2020

Charging and Remissions Policy

Philosophy

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents'/carers' financial means. This 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.

Information: Charging is not the same as requesting contributions

Many additional activities are provided at cost to the school and often greatly subsidised. We hope that the process of voluntary contributions enables us to continue the huge range of activities available to children in the school. This is a very positive school/home partnership. However, where contributions are not possible, we will always endeavour to continue with activity plans and ensure no one is treated any differently.

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:

Morning session: 8.50am – 12.10pm

Afternoon session: 1.00pm – 3.10pm

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'.

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.

The staff and governors recognise the importance of activities that while not an essential part of the curriculum, add value and enjoyment to the experiences of the children. Voluntary contributions may be sought for such activities during the school day which entail additional costs. For example, Theatre Companies, Trips out of school, sports coaching, swimming coaching and Specialist groups (eg. Tudor days)

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. An activity may be cancelled if not enough voluntary contributions are collected.

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 where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

Residential visits

Charges will be made on residential visits which are part of the national curriculum for board and lodging, except for pupils whose parents are in receipt of

- 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 the sum given in the Revenue and Customs rules
- Guaranteed State Pension

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 e.g. specialist choir tuition or individual music lessons. Musical tuition will not be chargeable for pupils who are eligible for the pupil premium.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example where the school has paid for specialist coaches or where the school incurs charges for staffing. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

In some circumstances, payment will be made directly to an outside company e.g. Martial Arts Company. Participation in any optional extra activity will be on the basis of parental choice.

School mini-bus

Charges will not be made for transporting pupils to or from the school premises where the governing body or local authority has arranged for pupils to be educated or in connection with an educational visit.

Only the school's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued under section 19 of the Transport Act 1985. Permits can be acquired via the Traffic Commissioner (Department of Transport). No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

This policy does not cover travel in coaches for school trips during the school day, which is chargeable.

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 listed above in residential visits plus those pupils eligible for the pupil premium.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. The school makes every effort to explain the charges in the letter regarding the trip and the request for contributions.

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. An activity may be cancelled if not enough voluntary contributions are collected.

Arrangements for monitoring and evaluation

The Governing Body will monitor the impact of this policy by receiving on an annual 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.

Date established by governing body

Date: November 2016

Review: November 2017

Links to legislation and guidance documents

Further information and guidance documents and legislative provisions concerning charging for school activities can be found in:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf