



C of E Primary School

Charging & Remissions Policy

Presented to Governor Sub Committee	Resources
Lead SMT	SBM
Approved by Governing Body on:	July 2016
Review Cycle:	Bi annually
Review Date:	Autumn 2018

Charging and Remissions Policy

Introduction

THIS DOCUMENT IS a statement of the aims, principles and strategies used for charging parents at Surrey Hills C of E Primary School.

- **THIS POLICY WAS REVIEWED** in Autumn 2016
- **THIS POLICY WILL BE REVIEWED** in Autumn 2018

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 for each site is defined annually in the Parent Handbook.

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 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.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving traveling to another venue or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Education Partly During School Hours

If 50% or more of the time spent on an activity occurs during school hours it is deemed to take place during school hours, time spent on travel counts in these calculations 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 of school hours.

Non Residential Activities

If 50% or more of the time spent on an activity occurs during school hours it is deemed to take place during school hours, time spent on travel counts in these calculations 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 of school hours.

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 state 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.

Conditions when charges cannot be made

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours.
- For the National Curriculum programme out-of-school hours.
- Part of a syllabus for an agreed examination for a pupil.
- For statutory religious education.
- For musical tuition as part of the National Curriculum.
- For education provided on any educational visit during the school day.
- For education provided on any educational visit 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.
- For the cost of supply teachers substituting for absent teachers on residential visits with pupils.
- For the entry to public examination which is on the prescribed list.
- Examination re-sits.

Charges for transport cannot be made when:

- Transporting pupils to or from the school premises where the local education authority has a statutory obligation to provide transport.
- Transporting pupils to other premises where arrangements have been made for them to be educated.
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

Conditions when charges can be made

Charges can be made when:

- A parent/carer wishes their child to own any specific materials, books, instruments or equipment.
- A pupil fails to meet any examination requirement of a syllabus.
- The school has not prepared a pupil for an examination.
- Property or equipment has been damaged as a result of a pupil's behavior.

Charging for Optional Extras

Charges may be levied for some activities known as optional 'extras'. Optional extras are:

- Education provided outside of school time that is not a) part of the National Curriculum, b) part of a syllabus for a prescribed music examination that the pupil is being prepared for at the school or c) part of religious education.
- Examination entry fees if the registered pupil has not been prepared for the examinations at school.
- Transport (other than transport 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).
- Board and lodging on a residential visit.
- Extended day services offered to pupils (eg breakfast club, after school clubs, tea and supervised homework sessions).

Where an optional extra is being provided, a charge can be made for

- 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 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 must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils wishing to participate. It must 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.

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

Support for Parents/Carers

The School will:

- Endeavour to support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties.
- Inform parents/carers that if they can prove they are on state benefits (Income Support, Jobseeker's Allowance, Support under VI of the Immigration and Asylum Act 1999, Child Tax Credit providing that Working Tax Credit is not also received and the family's income as assessed by HM Revenue and Customs does not exceed £16,190 (2013/14), guarantee element of State Pension Credit, an income related employment and support allowance that was introduced on 27/10/2008) then they will not be charged board and lodging fees for any residential visit.

Voluntary Contributions

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parent/carers:

- If planned activities depend on voluntary contributions for part or all of the cost.
- That there is no obligation on them to make voluntary contributions.
- That an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions.
- That no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay.

Remissions

We will remit any charge wholly or partly if any activity takes place:

- Mostly within school hours or;
- Partly within and partly outside school hours

Refunds

Refunds will be given if:

- A child is unable to attend due to illness and a Doctors Certificate is provided thus enabling the school to make a claim on it's' insurance policy.
- An educational visit/school event has been cancelled

Arrangements for monitoring and evaluation

The *Resources* 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.