



## **CHARGING AND REMISSIONS POLICY**



**THIS POLICY** is a statement of the aims and procedures for charging and remissions at Spittal Community First School.

**IT WAS DEVELOPED** during the spring of 2013, through a process on consultation between teachers and Governors.

**IT WAS APPROVED** by the Governing Body in spring 2013 and reviewed in 2014 and 2015.

**THIS POLICY WILL BE REVIEWED** in the spring of 2016.

### **Aims**

The staff and Governors of Spittal Community First School believe that all our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means. The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### **The legal background**

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The law says that the school cannot charge for:

- Admission
- 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 school.
- Tuition or pupils learning to play musical instruments if the tuition is required as part of the National Curriculum , or part of the prescribed syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education.
- Entry for a prescribed public examination if the pupil has been prepared for it at school an examination re-sits if the pupil is being prepared for the re-sits at school

### **The laws say the schools may charge for:**

- Any materials, books , instruments or equipment where the child's parent wishes him to own them
- Optional extras (see below- resources)
- Music tuition under certain circumstances.

Further guidance is available in "Charging for School Activities" DfES guidance 2009

**At Spittal Community First School charges will be made for the following:**

- **Residential Visits**

If the school organised a residential visit in school time or mainly in school time no charge would be made for education. However, a charge would be made to cover the cost of board and lodging, although parents and carers who receive certain state benefits or whose children are receiving pupil premium would be exempt from this charge.

- **Music Tuition**

All children study music as a part of the normal school curriculum. There is no charge for activity not part of the National Curriculum. Lessons would be taught by peripatetic music teachers. Parent and carers who receive certain state benefits or children in receipt of pupil premium funding would be exempt from this charge.

- **Resources**

Charges may be made for any materials, books, instruments or equipment where a parent or carer wishes the child to own the resource.

- **Childcare provision and extra- curricular clubs**

Clubs or activities which happen outside school hours and are not a necessary part of the National Curriculum. These include Breakfast and after school care, clubs run by school staff and activities provided by a third party.

**Remissions**

The Governing Body does not wish to see any child disadvantaged because their parents are unable to pay. The Governing body will remit charges payable by parents for:

- Board and lodging on a residential trip
- Additional individual or small group music tuition

**If parents or carers are in receipt of:**

- Income Support
- Income based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act
- Child Tax credit ( providing that they do not also receive Working Tax Credit and have an annual income assessed by the Inland revenue , that does not exceed £16,109)
- The guarantee element of state Pension Credit and
- Income related to employment and support allowance introduced on 27<sup>th</sup> Oct 2008

**Or**

- If the child is in receipt of pupil premium funding,

The Governing Body also recognises its responsibilities to ensure children who are “looked after” have access to all opportunities offered by the school and will remit charges for these children for the activities described above and extra-curricular provision in the form of clubs and care.

Parents and carers who feel that they may have other special circumstances requiring assistance with payment for chargeable activities should contact the headteacher. The final decision with regard to assistance payments lies with the headteacher.

### **Voluntary Contributions**

When organising school trips or events to enrich the curriculum and educational experience of children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. The school has the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible. The Governing Body delegates responsibility to the headteacher for decisions in relation to the viability of activities. If an activity goes ahead it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. If a parent wishes their child to take part in an activity or an event, but is unwilling or unable to make voluntary contribution, we do allow the child to participate fully in the activity.

The following is a list of additional activities organised by the school for which the school may ask for voluntary contributions.

- Visits to museums
- Outdoor and adventurous activities
- Musical events
- Sporting activities which require transport

### **Swimming**

The school organised weekly swimming lessons for all children in Years 2, 3 and 4. These take place in school times and are part of the National Curriculum we do ask for a voluntary contribution towards the cost of transport. We inform parents and carers when these lessons are to take place.

### **Damage and Loss to property**

The Governors may ask parents for a contribution towards replacing or repairing damaged property or lost school property. Each incident will be dealt with on its own merit.

### **Lettings**

The school will make its facilities available to outsider users at the cost of providing facilities. The scale of charges is detailed in our separate Lettings Policy.

### **Refund policy**

For residential visits the amount requested as a donation is calculated from prices given well in advance of the trip. If it has been overestimated by 5% or more a refund will be offered when all the invoices have been received and the true cost of the trip can be established. For day trips the figure will be 20% of the cost of the trip.

If a child is absent for trip money will only be refunded for items priced on an individual basis e.g. entrance fees. Money will not be refunded to items that have a flat rate which is then divided by the number of children going on the trip. E.g. coach fares.

### **Monitoring and Review**

This policy will be reviewed on annual basis.

**C.J.Taylor April 2015**