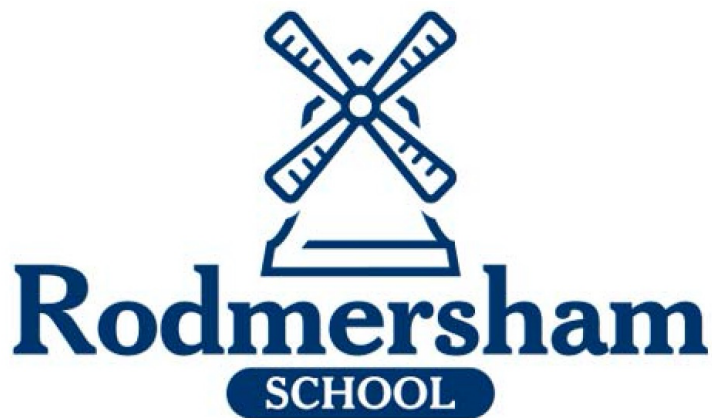


# Charging and Remissions Policy 2021/2023



TO BE REVIEWED IN SEPTEMBER 2023

The Governing body cannot charge parents and pupils for any activity unless it has drawn up a charging policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The governing body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

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. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Chapter 23 of A Guide to the Law for School Governors provides further, detailed guidance on residentials, use of mini-buses, public examinations and activities provided during school hours by external bodies.

## **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: 8:50- 15:30. The policy has been informed by A Guide to the Law for School Governors.

## **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 pupils to play a musical instrument.

## **Voluntary Contributions**

Voluntary contributions may be sought for activities during the school day, which entail additional costs, eg. Swimming lessons.

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.

From time to time we may invite a non-school based organisation such as a theatre company or a sports specialist to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being withdrawn from that activity for that period but alternative arrangement will be made for that child. Provisions will be put in place in school as the child is still expected to attend school within school hours.

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

We will charge for optional, extra activities provided outside of the school day, such as the Yr 3,5 & 6 residential. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

## **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.

## **School mini-bus**

A small will be incurred for the use of the minibus and will be calculated according to the mileage, and approximate cost of wear and tear to the bus. This will be at a cost of £1 per child per trip.

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

## **Eligible benefits as at September 2021**

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under Part 6 of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,040 for the year 2020-2021.
- Guarantee element of State Pension Credit; and
- An income-related reemployment

## **Further Guidance and Reference to Legislation**

Governors Guide to the Law, Chapter 23 – Charging for School activities