



## **Monken Hadley CE Primary School**

*Seek what is good, treasure what is true, do what is right.*

# **CHARGING & REMISSIONS POLICY**

<b>Ratified by</b>	Senior Leadership Team
<b>Date</b>	19 <sup>th</sup> January 2016
<b>Date for Review</b>	Spring Term 2018

## **Legislation**

The Governing Body reserve the right to levy a charge in any circumstances permissible in sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England which include:

- Board and lodging costs incurred on residential visits.
- Individual tuition in the playing of musical instruments whether in or out of school hours.

## **Equal opportunities**

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

## **Remissions**

The Governing Body will apply the statutory minimum remissions to any charges which they make. Any further remissions will be at the discretion of the Governing Body. Enquiries relating to remission should be directed to the Headteacher and will be treated in the strictest confidence.

## **Charging for school activities**

The Headteacher, staff and governors will ensure that the following applies:

### 1. No charges will be made for:

- i. Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- ii. Education provided outside school hours if it is part of the National Curriculum, or part of the school's basic curriculum for Religious Education
- iii. Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum,
- iv. Education provided on any trip that takes place during school hours
- v. Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of the school's basic curriculum for Religious Education
- vi. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- vii. Transport provided in connection with an educational trip.

### 2. Charges may be made for:

- i. Non-residential activities outside school hours (other than those listed in 1. above).
- ii. Residential activities\* – board and lodging costs (but only those costs) of residential trips deemed to take place during or out of school time. However, pupils whose parents/carers are in receipt of certain benefits (see point 3. below) may not be charged for board and lodging costs.
- iii. Music tuition – the cost, or a proportion of the costs, for any of the following: insurance; instrument hire; sheet music; visiting music teachers who are employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils.
- iv. Specialist visitors to the school, including drama, dance, sport and music.
- v. Materials for practical activities – where a practical activity is to take place, parents/carers may be asked to provide or pay for any ingredients, materials,

- equipment etc. No child will be at a disadvantage because of a parent or carer's unwillingness or inability to contribute in this way.
- vi. Breakages – the Governing Body reserves the right to ask parents/carers to contribute to the cost of replacement of lost, broken or damaged books, equipment or other items, except where caused by normal wear and tear.
  - vii. Where an activity is proposed, it shall be offered to a distinct group such as a class or year group not only those showing a willingness to pay.

### **Voluntary payments**

- Voluntary payments will be sought for activities such as day trips and specialist visitors to the school. However, payment will be genuinely voluntary and children shall not be excluded because their parents/carers do not pay.
- If a particular activity cannot take place without sufficient contributions from parents/carers, this will be explained at the planning stage.
- Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as "optional extras". Charges will not exceed the actual cost per pupil of provision
- If insufficient contributions are received for a particular event or activity then it may be cancelled.

### **Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. Criteria for qualification for remission are given below.

Parents/carers 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

Additional categories of parents/carers may claim help with some costs in some circumstances

### **Additional considerations**

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- All trips will be published well in advance.
- We have a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

### **School Maintenance Fund**

As a Voluntary Aided School we have to make a payment to the London Diocesan Board for Schools (LDBS) on a rate per pupil. The school asks for a voluntary contribution from parents/carers to cover the costs of this maintenance charge.

*\* Is a residential trip in or out of school time?*

*If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip 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 require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.*