



## **St Eanswythe's Church of England Primary School**

### **Charging & Remissions Policy**

The Directing 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 Directors provides further, detailed guidance on residential, 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 8.30am – 3.05pm

### **Relationship to other school policies**

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

### **Roles and responsibilities of Headteacher, other staff and Directors**

The **Headteacher** will ensure that the following applies:

#### ***During the school day***

All activities that are a necessary part of the National Curriculum (including religious education) which take part wholly during school hours, will be provided free of charge. This includes any materials and equipment. It excludes charges made for teaching individual pupils or groups of pupils to play a musical instrument.

Voluntary contributions may be sought for 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. If voluntary contributions are sought and parents cannot pay, alternative activities will be provided for their children. **An activity may be cancelled if not enough voluntary contributions are collected.**

From time to time we may invite a non-school based organisation 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 absent for that period.

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

We will charge for optional, extra activities provided outside of the school day, for example social and breakfast clubs. 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 an activity happens partly inside the school day and partly outside of it, there may be a charge to cover transport and admission costs. No profit will ever be made by the school from trips. The school will endeavour to keep costs to the minimum, finding the cheapest and safest mode of transport and negotiating with companies to bring costs down. Costs will be shared equally between all attending pupils and parents will not be asked to pay more than their child's share of the fees.

### ***Residential Visits***

Charges will be made for board and lodging. Pupils whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit may ask for assistance from the school. Partial funding will be considered depending on the school budget. If too many children cannot afford the trip, it will not be viable and will therefore be cancelled.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated. If a non-school based organisation is running the residential activities, they may charge parents for expertise, equipment, Health and Safety and staffing. These costs will be paid directly to the company via the school.

Where a parent approaches the school to say that they cannot afford for their child to take part in the residential trip, the school will investigate funding options so the child does not miss out. However, if part funding is not found or with part funding, parents still cannot afford the trips, alternative arrangements will be made at school during school hours.

### ***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 are unable.

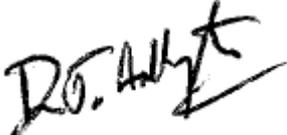
The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### ***Arrangements for monitoring and evaluation***

The Finance Committee (or appropriate team) on the governing body will monitor the impact of this policy by reviewing on an annual basis.

Date: Spring 2016

Signed:  .Headteacher

Signed:  Chair of Directors