Southridge First School

Charging and Remissions Policy

This policy was reviewed and approved by the Finance, Staffing, Health and Safety Committee on 11th July 2017 and adopted by FGB at the Autumn term meeting (2017)

Review Date: Autumn 2018

Introduction
This policy has been formulated in accordance with DfE advice on Charging for School Activities.

1 Aim
The aim of this policy is to set out what charges will be levied for school activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.
Sections 6, 7 and 8 covers education provided wholly or mainly during school hours; Section 9 covers charges for extended activities outside school hours, provided by or on behalf of the Governing Body of Southridge First School.

2 Responsibilities
The Governing Body of Southridge First School is responsible for determining the content of the policy and the Headteacher for implementation.
Any decisions with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

3 Prohibition of Charges
In line with DfE guidance, the Governing Body will not charge for any of the following:

● 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 the school, or part of religious education;
● tuition for pupils learning to play musical instruments if the tuition is required as 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;
● entry for a prescribed public examination, if the pupil has been prepared for it at the school;
● examination resit(s) if the pupil is being prepared for the resit(s) at the school;
● education provided on any trip that takes place during school hours;
● education provided on any trip that takes place 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;
● supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
● transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
● transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
● transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
● transport provided in connection with an educational trip.

5 Publication of Information
A summary of this policy will be included in the School Prospectus and on the school website. A full copy will be made provided on request.

6 Charges for Curricular Activities
The governing body intends to make a charge for:
(a) board and lodging on residential visits (not to exceed the costs)
(b) the proportionate costs for an individual child of activities wholly or mainly outside school hours (‘optional extras’) to meet the costs for:
(i) travel
(ii) materials and equipment

(iii) nonteaching staff costs
(iv) entrance fees
(v) insurance costs
(c) individual tuition (or very small groups) in the playing of a musical instrument
(d) any other education, transport or examination fee unless charges are specifically prohibited
(e) breakages and replacements as a result of damages caused wilfully or negligently by pupils
(f) extracurricular activities and school clubs provided by third parties.

7 Remissions or help with charges

Activity or thing which will or may be charged for	**Notes**	**Remitted or help available**
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them.	For example, a model - charge to cover the cost of equipment.	None
Charges will/ may be made for music tuition	The cost for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra.	Remission available for children eligible under the category a below.
Charges will be made for the board and lodgings component of residential trips	The charge will not exceed the actual cost	Remission by request for the category a below
Clubs	Delivery by third parties only	None

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 reduced charge to parents in particular circumstances. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above.

Criteria for qualification for remission are given below.
Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:
a. Income Support;
b. Incomebased
Jobseeker's Allowance;
c. support under part VI of the Immigration and Asylum Act 1999;
d. Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £14,155
e. Guaranteed State Pension Credit

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

In respect of (d) above, the amount taken into account will be revised periodically in line with changes to the amount published by the DfES.

8 Voluntary Contributions
Parents will be invited to make a voluntary contribution for the following:
a) transport provided in connection with an educational visit.
b) entrance fees and insurance costs in connection with an educational visit
c) Some materials and equipment e.g. recorders, penny whistles

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and

b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:
● Facilitate regular trips and visits that would not be possible if the school did not recoup some of the expense through voluntary contributions
● Allow for regular activities in which the pupils will retain or consume the materials meaning that it would not be possible to sustain these activities if the school did not recoup some of the expense through voluntary contributions.

9 Charges for Extended Activities
Charges are made for optional, extra activities provided outside of the school day, for example Parents and Friends Activities. Charges are also made for extended activities provided in or around the school by, or on behalf of the Governing Body.

A schedule of charges for individual activities currently provided on or around the school site is available on request.

The Governing Body has decided that charges may be reduced for some activities in the following circumstances:
● Activities which directly benefit pupils attending the school
● Activities which meet school and/or LA priorities
● Where siblings attend the school/take part in the activities
● Parents on benefits
The school's published schedule of charges identifies the activities to which reduced rates of charging apply.

Review date – Autumn 2018