

Creech St Michael C of E VC Primary School

CHARGING AND REMISSIONS POLICY

"Together, we love, learn and grow"



"Go and bear fruit—fruit that will last." John 15 v.16

CHARGING AND REMISSIONS POLICY

At Creech St Michael Church of England of E Primary School we strive to give our children a wide range of experiences and to enhance our provision through trips, visits, sport, musical, dramatic and other opportunities. Due to the need to balance our school budget, we need to seek payment or donations for certain activities. This policy seeks to clarify which activities we will charge for and which we will not. Circumstances where our school will make an exception on a payment/voluntary contribution which we would expect to receive under the Charging Policy relate to low income families and children in receipt of Pupil Premium funding. The school will seek to assist low income families, where possible, to subsidise trips, residential visits and extra-curricular activities.

The policy below covers swimming lessons, school visits, residential journeys, music and sport tuition and also outlines the general principles.

Creech St Michael C of E Primary School Governing Body will follow the legislation as set out in the Education Act 1996: Sections 449–462. The information below gives the detail relevant to our school. This policy is based upon information from "The Key".

EDUCATION

1. School governing bodies and local authorities cannot charge for:

- education during school hours, including any materials, books, instruments or other equipment.
- They also cannot charge for education provided on any visit that takes place during school hours, or outside school hours if it is part of the National Curriculum, religious education or the syllabus for a public examination.

2. Schools and local authorities can charge for:

- Schools can charge for transport, board and lodging - for example when pupils go on a residential visit. The charge must not exceed the actual cost.
- Extended day services such as breakfast and after school clubs.
- Optional after school extra-curricular activities.
- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- additional music and vocal tuition.

3. OPTIONAL EXTRAS

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- education provided outside of school time that is not part of the National Curriculum;
- board, transport and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to: the cost, or a proportion of the costs, for teaching staff employed to provide tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual per pupil cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

VOLUNTARY CONTRIBUTIONS

A school governing body or local authority may ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

RESIDENTIAL VISITS

Schools may request voluntary contributions but cannot charge for:

- education provided on any visit that takes place during school hours;

Schools can charge for:

- board and lodging and the charge must not exceed the actual cost.

PARENTS/CARERS ON LOW INCOMES OR BENEFITS

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

1. Income Support
2. income-based Jobseekers Allowance (not contribution based)
3. income-related Employment and Support Allowance
4. support under Part VI of the Immigration and Asylum Act 1999
5. the guaranteed element of State Pension Credit
6. Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual taxable income of no more than £16,190 as assessed by HMRC)
7. Employment and support allowance (income related) – not contribution related
8. Universal Credit

Often families who are entitled to these benefits are in receipt of Pupil Premium Funding.

MUSIC TUITION

Although the law states that all education provided during school hours must be free, music tuition (i.e. tuition in singing and/or in playing a musical instrument) is an exception to this rule. Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing during school hours, if it is provided at the request of the parent. No charge may be made in respect of a 'looked after' pupil. Charges may only be made if the teaching is not an essential part of either the National Curriculum.

DAMAGES

The school can charge for breakages and replacements as a result of damages caused willfully or negligently by pupils.

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