



Charging and Remissions Policy

Committee:	Finance and Personnel
Ratified by <i>Governors</i> :	18 May 2016
Review dates:	Summer 2017

Policy: Charging and Remissions

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

Definition

The school day is defined as: 8.55 am – 12.15 pm and 1.15 pm – 3.25 pm (KS1)
8.55 am – 12.30 pm and 1.30 pm – 3.30 pm (KS2)

The mid-day break does not form part of the school day. The school opens at 8.45 am.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the Policy.

The Governors will review the Policy annually.

Policy Statement

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 an individual pupil or groups of up to our pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, e.g. trips, @Bristol, Exeter Museum, a visiting drama group or storyteller.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example, extra-curricular clubs or childcare. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

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.

Residentials

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals 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.

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 or won'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 include costs to the school and/or charges to parents.

Music Tuition

In cases of hardship the Governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Eligible Benefits include

- Income Support (IS)
- Income-based and Contribution-based Jobseeker's Allowance (JSA) Jobseeker's Allowance or Employment and Support Allowance (ESA) on an equal basis
- Income-based Jobseeker's Allowance (IBJSA)
- Income-related Employment and Support Allowance (IRESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed Element of State Pension Credit, or
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed (£16,190).

Review Term: Annual