



St Cuthbert with St Matthias CE Primary School

Policy for CHARGING AND REMISSIONS.

Adopted: Spring 2013

Reviewed: Autumn 2017

Next Review: Summer 2019

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.

The policy has been informed by the LA policy and the DfES guidance and complements the school's Finance Policy and Lettings Policy

Definition

The school day is defined as: 9.00am to 12.00/12.30pm and 1.00/1.30pm to 3.30pm.

Responsibilities

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

The Governors will review the policy biennially

Policy Statement

During the school day all activities that are a necessary part of the school curriculum will be provided free of charge. This includes any materials and 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 four 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) then we will make a charge (See below).

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.

Voluntary Contributions

A voluntary contribution may be sought for activities during the school day which entail additional costs, for example field trips and visits. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However if insufficient funds are available from parental contributions it maybe necessary to curtail or cancel activities. Transport is free for most of these trips, using the mayor's scheme of free transport for educational visits. Entrance to most museums is also free.

Activities Provided by Visitors

From time to time we may invite a non-school based organisation such as a drama group or musician to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher in advance to agree to their child being excused from that activity.

Optional Activities Outside of the School Day

We may charge for optional, extra activities provided outside of the school day, for example football club and dance club. Such activities are not part of the school curriculum or the National Curriculum 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. After-school clubs are charged at £35 for a 10 week term for school led clubs . Where there is difficulty paying, we will seek to accommodate the child through applying for grants.

Education Partly During the School Day

If 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.

Residential Visits

Residential visits may be subsidized by the school so that costs are not excessive however it is expected that at least 2/3 of the cost of the trip should come from voluntary contributions and grants.

Charges will be made for transport, 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 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 incur costs to the school and/or charges to parents.

Eligible Benefits for Remission of Fees

Income Support;

Income-based Jobseeker's Allowance;

Support under part VI of the Immigration and Asylum Act 1999; or

Child Tax Credit