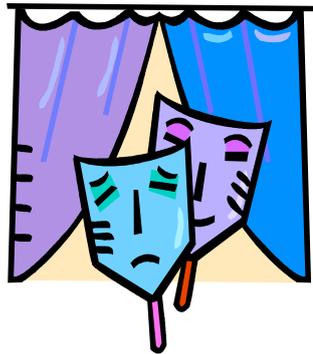
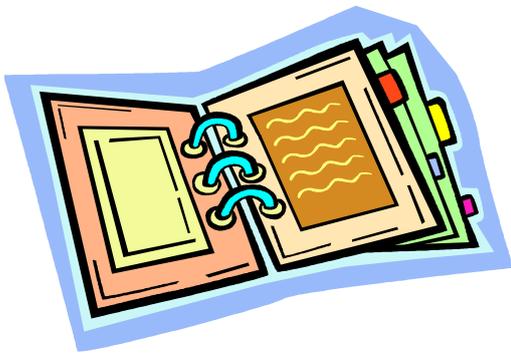




CHARGING AND REMISSIONS POLICY



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CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES

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CHARGING FOR SCHOOL ACTIVITIES

Introduction

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities, in schools maintained by local education authorities in England. This policy accurately reflects the terms of the Education Act 1996.

No charges can be made to parents unless the governors have drawn up a charging policy.

Education

Schools cannot charge for:

- 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 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;

Schools can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes them to own them;
- Optional Extras. (See page 3)
- Music Tuition, in limited circumstances. (see page 4)

Voluntary Contributions

Nothing in legislation prevents a school from asking for voluntary contributions to benefit the school or any school activities. 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 should also make it clear to parents that there is no obligation to make any contribution. It is also important to note that no child should be excluded from an activity simply because his parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a trip, then it must be cancelled.

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:
 - a) part of the National Curriculum;
 - b) part of religious education.
- transport that is not required to take the pupil to school, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential trip;
- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils may not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It may 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. Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

The charge cannot exceed the actual cost of providing the optional extra or the board and lodging.

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.

Residential Trips

Schools cannot charge for:

- 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 religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

Schools can charge for:

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

When a school informs parents about a forthcoming trip, 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:

- Income Support;
- Income-based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed the HMRC allowance for the current financial year.

If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school trips will be.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges may be made for tuition in playing a musical instrument, for either an individual pupil or small groups, provided that the teaching is not an essential part of either the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school.

The cost, or a proportion of the cost, for providing teaching staff for tuition in playing a musical instrument outside school hours can be charged, if the tuition is not part of the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school. This is a permitted optional extra.

Transport

Schools cannot charge for:

- 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 provided in connection with an educational trip.

Can charge for:

- any other transport. This is a permitted optional extra.

Education partly inside or outside of school hours

A charge can be made for an activity if it is not part of the National Curriculum and not part of religious education.

Remissions Policy

Enrichment activities

The school places great importance in providing a full range of curricular activities which support children in their learning. It is recognised that in organising such a regular programme of trips, visits and visitors, costs can be high for parents and therefore the school has ensured, in its budget planning, that the following activities are wholly or partly subsidised. These activities may otherwise be payable by parents, or be subject to voluntary contributions, in accordance with the Charging Policy.

- ❖ Drama / theatre groups/storytellers brought into the school, supporting cross-curricular work – one per year group.
- ❖ Music ensembles brought into the school, supporting cross-curricular work – one per year group.
- ❖ Extra-curricular activities and materials used when run by school teaching staff
- ❖ Termly log-books given to Y5/6.

Uniform allowance

The school will support the families of children who are eligible for means-tested free school meals with an annual allowance towards the cost of uniform. This will be administered as follows:

- Any child on the school roll who is eligible for free school meals on 1st September each year will be allocated an allowance of £30 towards uniform.
- Families will be informed of their eligibility and will be invited to place an order for uniform through AJ Embroidery via the school office. Only orders placed via the school office will be eligible for the allowance.
- If the order placed is for more than £30, parents/carers will need to pay the additional costs. If an order is for less than £30, the surplus can be used towards a subsequent order made in the same academic year. A record of allowances used will be kept by the school office.
- If a child becomes eligible for free school meals between 2nd Sept and 30th April in any academic year, they may access a £30 allowance at the point they become eligible; after this, they will then receive the annual allowance from the subsequent September.
- If a child becomes eligible for free school meals between 1st May and 31st August in any year, parents/carers may access the £30 uniform allowance at this point if required, but will only receive one allowance in the calendar year. Therefore, if they use their first allowance between 1st May and 31st August, their next allowance will not be allocated until the September of the following year.
- The uniform allowance will only be made to families of children who are currently eligible for means-tested free school meals. It does not apply to children in KS1 who receive free school meals through the universal infant free school meals scheme.