



'Trying our best to be our best'

*Service and Stewardship. Justice. Peace and Forgiveness
Generosity. Thankfulness. Equality
Love and Compassion*

Charging and Remissions Policy

This document has been created to ensure that the pupils of Welbourn Church of England Primary School have an equal opportunity to benefit from school activities and visits by minimising financial barriers which may prevent some pupils taking full advantage of the opportunities.

Date Ratified by Governors:	June 2019
Review Date:	July 2022
Signed by Chair of Governors:	
Name of Chair:	Mrs Sabrina Smith

Rationale

Welbourn Church of England Primary School believes that all our pupils should have an equal opportunity to benefit from school activities (curricular and extra-curricular) independent of their parents' financial means. This Charging and Remissions Policy describes how we will do our best to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. This Policy sets out what the school will and will not charge for as well as setting out what remissions are available to parents.

Reference

The policy was informed by the DfE Document – Charging for School Activities (Departmental advice for governing bodies, school leaders, school staff and local authorities). Sections 449 – 462 of the Education Act 1996 and related regulations set out the law on the charging for activities in schools maintained by local education authorities in England.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The governing body

The governing board also has overall responsibility for monitoring the implementation of this policy.

The headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Charges

No pupil should have his/her access to the curriculum limited by charges, however, the school reserves the right to levy a charge in any circumstances permissible under statute as detailed within this policy. When charges are to be made, the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place. Where charges are made, these charges will not exceed the actual cost (per pupil) of the provision.

Nil Charge

No charges will be made for:

- Any admission application for a place at the school (paragraph 1.9 (n) of the “School Admissions Code 2014” rules out requests for financial contributions as any part of the admissions process).
- 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 (or singing) if the tuition is required as part of the school’s curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Entry for a public examination on the school’s curriculum
- Examination re-sits if the pupil is being prepared for the re-sit 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 school’s curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school’s basic curriculum for 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 arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school

Charges may be made for:

Activities outside school hours

Non-residential activities which take place outside school hours (other than those listed within this policy), but only the majority of the time spent on that activity takes place outside school hours.

Residential Activities

Remission may be available (see below).

Board and lodging costs of overnight school trips may be charged, however, pupils whose parents are in receipt of certain benefits (see section below) may not be charged for board and lodging costs. The cost of travel will also be charged along with entrance fees to theatres, castles etc. When any trip is arranged, parents will be notified of the policy for allocating places and details of any charges.

Music tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. This is to allow pupils with greater access to vocal and instrumental tuition.

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 the school day, when requested by parents, as well as music tuition outside of the school day. Charges will only be made if the teaching is not an essential part of the school's curriculum. We will not charge if the pupil is a Looked After Child.

Any materials, books, instruments or equipment where the child's parent wishes him/her to own them may be charged.

Voluntary Contributions

The school may ask parents for voluntary contributions to benefit the school or any school activities, but there will be no obligation on parents to make such contributions. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.

No child will be excluded from an activity simply because his/her parents are unwilling or unable to pay. If parents are unwilling or unable to make a voluntary contribution, their child will still be given an equal chance to participate.

Where there aren't enough voluntary contributions to make the activity possible, and there's no other way to get funds, then the activity will be cancelled.

Families qualifying for remission or help with charges

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 a reduced charge to parents in particular circumstances. Set out below are the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated against the charge above.

Parents in receipt of the following qualify for remission against the specified charges:

- Income Support or Income-Related Employment and support allowance
- Income-based Jobseeker's Allowance
- Universal credit in prescribed circumstances
- 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension Credit.

Monitoring arrangements

- The [staff member role/name] monitors charges and remissions, and ensures these comply with this policy.
- This policy will be reviewed by [staff member role/name] every [frequency]. At every review, the policy will be approved by [the governing board/committee name/governor name/the headteacher].

