

Pixmore

Junior School



<u>Name of policy:</u>	Charging & Remission Policy
HCC model policy reference no (if applicable)	CSF0041
<u>Approved by:</u>	Resources Committee
On behalf of Resources Committee:	Ian Hamilton
Date:	May 2017
On behalf of Governing Body: Ian Hamilton (Chair of Governors) Alex Evans (Head Teacher)	Tina Dickens
Date:	18 th May 2017
<u>Date of next review:</u>	Summer term 2020



Purpose

We believe in the valuable contribution that the wide range of additional activities including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of the parents'/carers financial means.

This policy describes how we will do our best to ensure a good range of visits and activities is offered and at the same time, try to minimise the financial barrier which may present some pupils taking full advantage of the opportunities.

Status: statutory

The policy complements the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

Roles and responsibilities of head teacher, other staff, governors

The head teacher, staff and governors will ensure that the following applies:

1. No charges will be made for

- education provided during school hours (including the supply of 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 the school's basic curriculum for religious education
- tuition for pupils learning to play musical instruments (or singing) 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
- 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.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip.

* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

2. Activities for which charges may be made

a) Activities outside school hours

Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Contributions made to activities will be genuinely voluntary and the pupils of parents



or guardians who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions made and there is no way of making up the shortfall the proposed activity will not go ahead.

b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged parents will be notified of the policy for allocating places.

c) Music tuition

Music tuition for individuals or groups of up to four pupils.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as “optional extras”. Charges will not exceed the actual cost (per pupil) of provision



Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	For example, a clay model – a charge to cover the cost of the clay.	If child in receipt of FSM paid by the school/
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	LA has reduced paid tuition for children on FSM
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for this category (see below)
Swimming Lessons	These take place in school time for certain year groups during Key Stage 2, according to their ability to make the KS2 Swimming Requirements	We ask for voluntary contributions to cover tuition costs. We inform parents when these lessons are to take place and ask them for written permission for their child to take part in swimming lessons. Children in receipt of FSM do not have to pay

3. 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.

Criteria for qualification for remission are given below.

- Universal Credit in prescribed circumstances
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 Her Majesty's Revenue and Customs) does not exceed £16,190* (Financial Year 2013/14);
- the guaranteed element of State Pension Credit;

*This sum is updated

annually. For the latest figures contact



the school office.

4. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of proposed visits at the beginning of the school year so that parents can plan ahead
- we have established a system for parents to pay in instalments (particularly for residential trips)
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- we acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Arrangements for monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school’s extended services on those children most in need of additional support.

Date of review: Summer Term 2018

