

Sherrier Church of England Primary School



Charging & Remissions Policy

Agreed by the Local Governing Body Committee

Date

Date for review of policy:

Introduction

The Governing Body recognises the valuable contribution that a wide range of activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide activities, both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

While wishing to promote and provide a broad a range of such activities as possible for the benefit of all the pupils, the Governing Body reserves the right to make a change for certain activities organised by the school when appropriate.

This Charging & Remissions 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 barriers which may prevent some students taking full advantage of the opportunities.

A transaction/administration fee for Parentpay of 1.27% per transaction will be passed onto parents for any purchases via Parentpay.

Principles

The Education Act 1996 sets out the law on charging for school activities in school maintained by local authorities in England. The Act gives LEA's and schools the discretion to charge for optional activities provided wholly or mainly out of school hours and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours.

If the full cost towards any of the optional activities is not from voluntary contributions, then it will be at the Head teacher's discretion to further subsidise the cost from other sources, including school funds, to enable the activity to take place.

If the amount of the subsidy required (other than voluntary contributions) is too great, then the activity may be cancelled.

Responsibilities

Authority for day to day management of the policy is delegated to the Headteacher and the School Finance Assistant who will determine the cost of activities. The School Finance Assistant, who is responsible for overseeing the collection of income, is aware of current charge rates and VAT implications.

Optional Extras

The school endeavours to provide a range of activities which are held outside the compulsory curriculum. Parents/carers will be notified in advance of any such activities and their estimated cost, as well as requesting a financial contribution. Parent/carer consent will be obtained for the child's participation in any such activity for which a charge is made. Any charge will not exceed the total cost of providing the activity. Charges may include an appropriate element of: the pupil's travel cost; the pupil's board and lodging cost; materials, books, instruments and other equipment; extra staff costs; entrance fees to museums, castles, theatres etc. insurance costs; the expenses only of participating teachers engaged on a separate contract to provide an 'optional extra'.

Where such an activity is provided to fulfil any requirements specified by a public examination syllabus, or to fulfil statutory duties relating to the National curriculum or to Religious Education, then it is not regarded as an optional extra and only board and lodgings charges may be made.

Examples of additional activities organised by the school during curriculum time, which require parental voluntary contributions in order to take place. These activities are known as 'optional extras'. This list is not exhaustive.

- Visits to Museums and art galleries
- Sporting activities which incur transport and/or additional teaching expenses
- Outdoor adventurous activities
- Visits to the theatre
- School residential visits
- Musical events

Main Values

Educational day visits and opportunities to enrich the curriculum are highly valued and play an important part in the life of Sherrier C.E. Primary School We strive to offer our children these opportunities and will use the following principles when offering them:

Guiding Principles

- The funding for these activities will be based on voluntary contributions from parents/carers.
- No child shall be excluded from these activities on the basis that their parents/carers cannot pay or choose not to pay.
- If insufficient funds are raised or available to cover the cost of the activity it will be explained to the parents/carers that it is not viable and had had to be cancelled. There will be a note on all letters to parents to remind them of this.
- The frequency, nature and cost of these activities will be planned carefully through the School's curriculum. Parents/carers will be informed of the topic that the children will cover in different year groups across the Key Stages. As part of this, information will be given about the planned day trips or residential visits so that parents/carers will have a clear idea as to when they will take place. This will provide parents/carers with the opportunity to budget for forthcoming activities.
- Parents/carers should be given the opportunity to pay for visits in instalments where necessary.
- The contribution requested for these activities shall be the total cost divided by the number of pupils eligible to take part.
- Where a pupil is absent after paying for a trip, any pre-paid element of the cost, e.g. coach fare or pre-paid entry fees, will be non-returnable whilst any costs not already paid or committed will be refunded to parents.

Educational Day Visits

Educational day visits are funded by voluntary and may occasionally be subsidised by the PTA. Families in receipt of free school meals will be asked for a voluntary contribution of 60% towards the cost of these activities. School will fund the remaining 40% of the cost.

Swimming

Swimming is part of the curriculum and lessons are held at Lutterworth Leisure Centre. The school must pay for the pool hire and qualified instruction and these costs are funded by voluntary contributions. Families in receipt of free school meals will be asked for a voluntary contribution of 60% of the total cost. School will fund the remaining 40% of the cost.

Theatre Groups, Puppet Show etc

Occasionally the school arranges visits to school to enhance the curriculum e.g. Theatre groups, artists, authors, puppet groups etc. The cost of these visits may be financed by voluntary contributions. Families in receipt of free school meals will be asked for a voluntary contribution of 60% of the cost. School will fund the remaining 40% of the cost.

Music Tuition

The school does not charge for music lessons provided in school as part of the curriculum. Instrument tuition is available, for which a charge is made, but there is no obligation for pupils to participate. The tuition is provided during school time or after school by music teachers who are employed privately by parents, and payments must be paid directly to them.

Craft, Technology, Cooking, After-School Clubs

There may occasionally be a small charge for cooking ingredients or for items of craft work and design technology and these costs are funded by voluntary contributions. There is no charge for after-school clubs run by school staff. Clubs run in school but organised by external providers do incur a charge but there is no obligation for pupils to participate.

Residential Visits

The school provides the opportunity to participate in residential visits from time to time but parents/carers are under no obligation to allow their children to participate. These visits are not provided to fulfil statutory duties relating to the National Curriculum. Charges will be made to cover the cost of the trip. A non-refundable deposit may be charged in respect of residential visits. If a parent/carer wishes their child to participate, those in receipt of free school meals will be asked to fund 40% of the cost of the visit. School will fund the remaining 60% of the cost.

Remissions

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 rate to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be reviewed:

Eligibility to Free School Meals – DfE Website

<https://www.gov.uk/apply-free-school-meals>

Available in England and Wales.

Your child might be able to get free school meals if you get any of the following:

- Income support OR Income-Based Jobseeker's Allowance
- Child Tax Credit with an annual taxable income assessed by HMRC of less than £16,190 (if you or your partner also receive Working Tax Credit you **DO NOT** qualify for free school meals regardless of income). NB from 1st May 2009 where a parent is entitled to Working Tax Credit during the 4-week period immediately after employment ends, or after they start to work less than 16 hours per week, they will be eligible to claim free school meals for that 4-week period.
- The Guarantee Element of state Pension Credit
- Support under Part VI of Immigration & Asylum Act 1999
- Employment and Support Allowance (Income Related)
- Universal Credit, with an annual income less than £7,400

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child may also get free school meals if you get any of these benefits and your child is both:

- Younger than the compulsory age for starting school
- In full-time education

These conditions are subject to change.

Application for remission along with supporting information should be made to the School Finance Assistant at the school and this will be treated in confidence. The final decision with regard to assistance lies with the Headteacher.



REMISSIONS CLAIM FORM

Name

Class

Trip

Date of Trips

Which Benefit do you receive? Please tick Evidence

<p>Income support or State Pension Credit (Guarantee Element) Income based Job Seeker's Allowance Income related Employment and Support Allowance Universal Credit</p>		<p>Please provide evidence from Department of Work and Pensions to show your entitlement, or have this form signed and stamped at the Department for Work & Pensions. Bank statements showing your benefit payments will be accepted provided they are accompanied by a letter from the Department for Work & Pensions stating that your benefit/pension will be paid direct into your bank account</p>
<p>Child Tax Credit provided you're not also entitled to Working Tax Credits and have an annual gross income of no more than £16,190. Families who also receive an award of Working Tax Credit do not qualify to claim for free school meals</p>		<p>Please provide evidence from the HM Revenue (TC602) all pages which confirms your entitlement to Child Tax Credit Please note that your income as assessed by the HM Revenue and Customs must be below £16,190* (this amount may change) You must NOT be receiving Working Tax Credit</p>
<p>Support under part VI of Immigration and Asylum Act 1999</p>		<p>Recent evidence of this</p>
<p>The Guarantee element of State Pension Credit</p>		<p>Recent evidence of this</p>

Signed Print name

Date

When completed, please return to the School Finance Assistant