



Frizinghall Primary School
Policy for School Staff

Charging & Remissions Policy

Approved by the governing body on: Autumn 2 2023

To be reviewed on: Autumn 2 2024

Signed on behalf of the governing body: *D. Servant*

NB. This guidance will be retained for a period of 7 years from replacement.

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

What was consulted?

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

Relationship to other school policies

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

Roles and responsibilities of headteacher, other staff, governors

The headteacher will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

The staff and governors recognise the importance of activities, that while not an essential part of the curriculum, add value and enjoyment to the experiences of the children. Voluntary contributions may be sought for such activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Education partly during the school day

If a 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 where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

Residential visits

Charges will be made on residential visits which are part of the national curriculum for board and lodging. Some pupils may be eligible to get some help towards paying towards the cost of the deposit if they are in receipt of certain benefits which entitle the school to receive pupil premium funding.

Other charges may be made to cover costs, as required. In such cases parents will be told how the charges were calculated and on what basis.

Music Tuition

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus.

Optional activities outside of the school day

The school will charge for optional, extra activities provided outside of the school day. Such activities

are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

Charges may be made for:

The cost of materials in practical lessons such as art and craft, if parents have indicated their wish to own the finished article.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on 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. Support for cases of hardship will come through voluntary contributions and the Pupil Premium Grant.

Parents who would qualify for support are those who are entitled to:-Universal Credit, provided the parent is not entitled to Working Tax Credit (previously this would include those in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Voluntary Contributions

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However, it may be necessary for voluntary contributions to be sought for such activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Arrangements for monitoring and evaluation

The School Business Manager and Bursar 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.