



FLORENCE MELLY COMMUNITY PRIMARY SCHOOL



Charging and Remissions Policy

RATIFIED: APRIL 2018
REVIEW: APRIL 2020

Charging and Remissions Policy

April 2018

1. Philosophy

We recognise 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 their parents'/carer's financial means.

This charging policy has been compiled in line with DFE requirement (DFE Charging for school activities; departmental advice for governing bodies, school leaders, school staff and local authorities) (October 2014)

This policy describes how we will do our best to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities and, at the same time, try to ensure a wide range and variety of visits and activities.

2. Policy Aims

- (1) Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers;
- (2) Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.
- (3) Enable pupils to take full advantage of the activities provided by the school.

3. No charges will be made for:

School governing bodies and local authorities cannot charge for:

- (1) An admission application to any state funded school;
- (2) Education provided during school hours, including the supply of any materials, books, instruments or other equipment;
- (3) Education provided outside the 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;
- (4) Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- (5) Entry for a prescribed public examination if the pupil has been prepared for it at the school; and
- (6) Examination resits if the pupil is being prepared for the re-sits in school.

4. Activities for which charges may be made:

School and local authorities can charge for;

- (1) Any materials, books, instruments or equipment, where the child's parent wishes him/her to own them;
- (2) Optional extras (see details below);
- (3) Music and vocal tuition, in limited circumstances;
- (4) Certain Early Years provision;
- (5) Community facilities;

5. Optional Extras for which the school may apply a charge:

Optional Extras for which the school may apply a charge:

- (1) Board and lodging for a pupil on a residential visit e.g. Colomendy,
- (2) Extended day services offered to pupils (for example breakfast club, after-school clubs, supervised homework sessions)
- (3) Education provided outside of school time that is not:
 - Part of the national curriculum;
 - Part of a syllabus for prescribed public examination that the pupil is being prepared for at the school; or
 - Part of religious education.
- (4) Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- (5) Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education.

6. Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as "optional extras". This list is not exhaustive:

- Visits to museums;
- Field trips and research visits;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to or by a theatre company;
- Musical events;

7. 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/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below.

Parents/carers in receipt of:

- (1) Income Support.
- (2) Income-based Jobseekers Allowance.

- (3) Support under part VI of the Immigration and Asylum Act 1999.
- (4) 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.
- (5) Guaranteed State Pension.

8. Arrangements for monitoring and evaluation

The Governing Body will monitor the impact of this policy by receiving on a yearly 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.