



Charging and Remissions Policy



Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those where there may be a charge.

Definition

The school day is defined as:

Field View Primary - 8.50am – 3.10pm.

St Martin's CE Primary – 8.55am – 3.15pm

The midday break does not form part of the school day.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Directors will review the policy.

Policy Statement

During the school day all activities that are a necessary part of the National Curriculum and religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument, unless the teaching is an essential part of the National Curriculum.

In these circumstances no pupil will be prevented from participating because his/her parents cannot make a contribution. However, if insufficient funds are available it may be necessary to cancel activities.

From time to time we may invite a non-school based organisation, such as a visiting drama group or storyteller, to arrange an activity during the school day. Costs incurred for this will be met by the School.

Voluntary Contributions

The school or Trust can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities, e.g. School trips will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity / trip will be cancelled.

There is no obligation to parents to make any contribution. A child will not be excluded from activity due to his or her parents/guardians/carer being unable to pay.

Educational Activities held partly during the school day/after school hours

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 outside of the normal school day, charges will be made. When such activities are arranged parents/carers will be told how the charges were calculated.

Residential Visits

Charges will be made for board and lodgings, except for pupils whose parents/carers are in receipt of eligible benefits (see attached appendix)

Optional Activities Outside of the School Day

We may charge for optional, extra activities provided outside of the school day, for example extra-curricular clubs, theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents/carers in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

Optional Extras

Charges will be made for some activities known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- Education provided outside of school time that is not:
 - a) Part of the National Curriculum:
 - b) Part of religious education
- Transport that is not 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 educations; and
- Board and lodgings for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost, or a proportion of the cost, for teaching staff employed to provide tuition in playing a musical instrument, where tuition is an optional extra.

A charge will not be added for the cost of alternative provision for those pupils who do not wish to participate. Participation in any optional extra activity will be on the basis of parental/guardian/carer choice and a willingness to meet the charges. Parental/guardian/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Minibus

Travel in the school minibus is free.

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 fundraising.

Parents/cares who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or parents/carers.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Charges will be made for teaching either an individual pupil or group of any appropriate size to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of the National Curriculum.

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

This policy was revised and adopted by the Trust on

27th November 2015