

Queensgate Primary School

Charging and Remission Policy



Date of Policy	Date approved by Governing Body
Autumn 2018	Autumn 2018

REVIEW SCHEDULE			
Date of next Review	Date reviewed by Governing Body	Change previous document (Y/N)	Date circulated (if changes)
Autumn 2025	Autumn 2025	Y	Autumn 2025

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. The school day is between 8.45 am and 3.15pm.

What was consulted?

The policy has been informed by *A Guide to the Law for School Governors*.

Roles and responsibilities of the Headteacher, Staff and 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. It excludes charges made for teaching an individual or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, i.e. educational visits. In these circumstances no pupil will be prevented from participating because their parents cannot or will not contribute. If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity may have to be cancelled.

From time to time we may invite a non-school based organisation such as drama workshops to arrange an activity during the school day. Such organisations may wish to charge parents.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example residential educational visits or extra-curricular clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

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.

When such activities are arranged parents will be told how the charges were calculated.

Residential

Charges will be made for board and lodging. Support may be available for cases of hardship include pupils who parents are in receipt of Income Support, Pupil Premium +, Employment and Support Allowance, Personal independent Payment or an Income-Based Jobseeker's Allowance. Other charges will be made to cover costs when the number of school sessions missed by the pupils, totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

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 who would qualify for support are those who are in receipt of Income Support, Pupil Premium +, Employment and Support Allowance, Personal Independent Payment or an Income-Based Jobseeker's Allowance.

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

Arrangements for monitoring and evaluation

The Resources subcommittee of the governing board will monitor the impact of this policy by receiving on an annual 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.

PRINCIPLES

We are committed to a free school education for all.

We aim to:

- Ensure that education in school is free.
- Ensure that activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- Ensure that there is no statutory requirement to charge for any form of education but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- Ensure that the school has the right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school, whether during or outside school hours.

PRACTICES

With the aforementioned aims in mind, it is the policy of this school:

- To continue to request voluntary contributions from parents towards activities organised by the school during school hours.
- The school is willing to support the funding of certain activities. Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution.
- If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.
- Board / lodging and travel costs on residential trips will be charged to those parents in receipt of Income Support, Employment and Support Allowance, Personal Independent Payment or an Income-Based Jobseeker's Allowance.
- School records of current students entitled to free school meals or Pupil Premium + acts as a source of confirmation of entitlement; approval is ascertained by the Headteacher / Deputy Headteacher.
- The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.

- A parent /carer will be asked to pay for broken windows and other damages or lost reading or library books if they result from their child's behaviour. These charges will be based on the costs incurred.
- Lost library books / school reading books will be charged at £5.00 per item.

Remissions

Where the parents of a pupil are in receipt of Income Support, Employment and Support Allowance, Personal Independent Payment or an Income-Based Jobseeker's Allowance they have a statutory right to full remission of any boarding and lodging costs for any residential activity which is deemed to take place in school hours or where it forms part of syllabus for the National Curriculum.

- The governing board may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Head teacher in consultation with the Chair of Governors.

Reference: The Education (School sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999