



## **St David's C of E Primary School**

<b>Reviewed by</b>	<b>Resources Committee</b>
<b>Date</b>	<b>20 January 2015</b>
<b>Adopted by full governors</b>	<b>3 February 2015</b>
<b>Date of next review</b>	<b>Spring 2016</b>

## **CHARGING AND REMISSIONS POLICY**

### **Introduction**

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

The policy has been informed by the LEA policy and the DCSF guidance and complements the school's policy.

### **Definition**

The school day is defined as 08.45 – 15.30, 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 Governors will review the policy annually.

### **Policy statement**

During the school day all activities that are a necessary part of the Early Years Foundation Stage Curriculum or 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 pupil 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, e.g. educational visits

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or 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. 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 multi skills sports. 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.

There are discounts available for those children eligible for Pupil Premium Grant as detailed in the PPG leaflet (Appendix 1).

### **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 or won't. Support for cases of hardship will come through voluntary contributions, fundraising and the Pupil Premium. Families identified as eligible for Pupil Premium will be charged according to the agreed protocol.

Parents 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 charges to parents.

### **Music Tuition**

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.

### **Eligible benefits**

- Income Support (IS)
- Employment and Support Allowance (Income Related)
- Income-based Jobseeker's Allowance (IBJSA);
- Support under Part VI of the Immigration and Asylum Act 1999; or
- Child Tax Credit with an allowance (as assessed by HMR&C) of less than £16,190 without Working Tax Credit
- Guaranteed Element of State Pension Credit