



St Francis Church of England Voluntary Aided Primary School

Charging and Remissions Policy

- a) Policy drawn up by the Finance and Staffing Committee and approved by the Full Governing Body.
- b) Date adopted: September 2004
- c) Reviewed: January 2015
- e) Next Review Date: January 2016
- f) Ratified March 22nd 2016
- g) Reviewed January 2017
- h) Ratified January 23rd 2018
- i) Next review January 2019

1 Definitions

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

The policy has been informed by the DfE guidance,

The school day is defined as:

- Morning sessions: When the bell rings at 8.55am through to when dismissed for lunch.
- Afternoon sessions: From the end of lunch until 3.15pm

In the context of charging, the midday break does not form part of the school day.

2 Responsibilities

The headteacher will ensure that members of staff are familiar with and correctly apply the policy.

The Governors will periodically review the policy.

3 Policy statement

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 excludes charges made for an external instructor teaching an individual pupil or groups of any size to play a musical instrument. Unless the teaching is an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s), the school may make a charge.

Activities during the school day which entail additional costs will be charged. This may include the cost of materials and equipment for a specific activity such as:

- mid week munch
- Art or DT projects
- food technology ingredients
- any items children are able to take home after a lesson/activity
- transport to take pupils between the school and an off-site activity.

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 to sustain a particular activity or trip, it maybe necessary to curtail or cancel the activity; if there is a chance this may occur parents will be informed at the outset. In this instance a full refund will be made.

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. Should parents wish their child to miss that activity the Head Teacher should be consulted and the child should undertake something else in the school. This assumes that the activity is not part of the education to satisfy the national curriculum.

4 Residential visits

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits (this is aligned with free school meals eligibility criteria) who will be offered support in meeting such charges.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or less of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

5 Damage to school property

Should school property or buildings be wilfully or recklessly damaged by a pupil, member of staff or a parent/carer, school may charge those responsible for some or all of the cost of repair or replacement.

The Head Teacher will decide whether or not to impose these charges.

6 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 and fundraising.

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.

7 Remissions and concessions

The school will give consideration to the remission of charges to parents/carers who receive the following support to allow for a reduced contribution:

- Child tax credit
- When a child is in receipt of a Pupil Premium grant for free school meals
- Looked after child
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Income related employment and support allowance

Parents/carers who are eligible for the remission of charges will be liaised with confidentially.

The Head teacher or Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of a payment for a certain activity for a child and this will be determined by the Head teacher or the Chair of Governors.

8 Special circumstances

Exceptions will be made only on an individual basis for particular circumstances. The Head Teacher and Chair of Governors will treat these situations with confidentiality and their decision will be final.

In cases of hardship, the Head Teacher and Chair of Governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils whom they consider will benefit from music tuition or other activities. 'Looked After Children' from September 2008 are entitled to free musical tuition.

9 Eligible benefits

| Benefit | Acceptable evidence |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Universal Credit in prescribed circumstances | Pending Government Guidance following Universal Credit roll out. |
| Jobseeker's Allowance | Award letter from your benefit office |
| Income Support | Award letter from your benefit office |
| Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14) | Award notice of benefits |
| The guarantee element of State Pension Credit | Award notice of credit |
| An income related employment and support allowance that was introduced on 27 October 2008 | Award letter from your benefit office |

External References (which do not form part of this policy)

- <https://www.gov.uk/government/publications/charging-for-school-activities>