



St Peter's Methodist Primary School

Charging and Remissions Policy

Written: M Willmott

Agreed at Finance and Property Committee:
December 2018

To be agreed at Full Governing Body: January 2019

Review Date: November 2019

Charging and Remissions Policy

Status Statutory

Rationale

No charges can be made unless the governing body of the school or local authority has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and also include the policy for remissions. The governing body are responsible to ensure that the charging and remissions policy is published.

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. This policy also informs parents about voluntary contributions and the circumstances when they may be sought.

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 defined as: Monday to Friday 8.45am to 12.10pm and 1.10pm to 3.15pm.

What was consulted?

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which complements the information given in chapter 23 of 'A Guide to the Law for School Governors'.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy, educational visits policy and the teaching and learning policy.

Roles and responsibilities of headteacher, other staff, 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.

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 where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

Residential visits

Charges will be made on residential visits which are part of the national curriculum for board and lodging, except for pupils whose parents are in receipt of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Guaranteed element of Pension Credit
- Child Tax Credit (without working Tax Credit) and an annual income below £16,190
- Employment and support allowance (Income Related)
- Support under part VI of the Immigration and Asylum Act 1999.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity and where the visit is not an essential part of

the National Curriculum or part of an examination syllabus. In such cases parents will be told how the charges were calculated.

Music Tuition

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus. In most cases this will be a private arrangement between parents and music tutors who teach pupils on a private basis at school within the school day.

Optional activities outside of the school day

The school may charge for optional, extra activities provided outside of the school day, for example the cost of coaches or non-teaching staff to run clubs, the cost of materials and equipment used in activities or clubs outside of the school day, the cost of entrance to museums, castles, theatres as part of an out of school activity. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

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 the school budget.

Parents who would qualify for support are those who are in receipt of the benefits listed above under Residential Visits.

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

Voluntary Contributions

The staff and governors recognise the importance of activities that may not be an essential part of the curriculum but add value and enjoyment to the experiences of the children during the school day. However it may be necessary for voluntary contributions to be sought for such activities during the school day which entail additional costs, for example visits to local museums or places of interest, the costs of visiting authors or workshops organised at the school.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Out of Hours Provision

The Governors have agreed to take over the running of the Out of Hours Club from the St Peter's Management Committee following consultation. Governors understand that all income and expenditure for this facility must be kept separate in the school accounts and that the facility must be run to make a surplus of income over expenditure i.e. it must not make a loss. Governors will therefore charge all parents/carers a standard charge to use this provision, and there will not be any remission of this charge.

The session is from 3.15pm to 6.00pm and the Governors will maintain the charge last set by the St Peter's Management Committee. This will be reviewed at the end of each financial year.

It is agreed that a late collection fee per session can be levied, i.e. if a child is collected after 6.15pm, although discretion is given to the manager not to charge this if there are extenuating circumstances.

Arrangements for monitoring and evaluation

The *Finance and Property Committee* will monitor the impact of this policy annually by receiving at the finance committee meeting in Term 1, a 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 in need of additional support.