

THORN GROVE PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Introduction

As legislated by the Education Reform Act 1988 (as amended), the Governing Body is required to determine and publish a Charging and Remissions Policy. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. The Education and Inspections Act 2006 (in force from September 2007) introduced a regulation-making power which allowed the Department for Children, Schools and Families (now DfE) to specify circumstances where charging can be made for music tuition.

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:

Juniors

Morning session - 8.50 a.m. – 12.00 p.m.
Afternoon session - 1.00 p.m. – 3.15 p.m.

Infants

Morning session - 8.50 am. – 12.00 p.m.
Afternoon session - 1.00 p.m. – 3.15 p.m.

Reception

Morning session - 8.55 am. – 12.00 p.m.
Afternoon session - 1.00 p.m. – 3.15 p.m.

Nursery

Monday, Tuesday, Thursday and Friday 8.55 – 15.10
Wednesday 8.55 – 11.25 or 12.40 -15.10

What was consulted?

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

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and 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 and equipment required for the activity.

Standards for Financial Management

Appendix 1

It excludes:

- Charges made for teaching an individual or groups of pupils to play a musical instrument by peripatetic teachers. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).
- Enhanced activities provided across the school to accommodate events such as baking; artists in residence; and visits out.
- From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity during the school day. Such organisations charge for their services and therefore parents will be asked to pay a contribution towards these costs.

The school will always endeavour to ask parents/carers to make a *voluntary contribution* for enhanced activities during the school day. However, if insufficient contributions are received the activity will be cancelled so that the school does not incur a financial loss.

In the event the activity takes place no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example clubs run by an external provider. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Residential

Charges will be made for board and lodging. Any families who have difficulties with payments are asked to come into school to discuss with the Headteacher and special arrangements may be made in exceptional circumstances.

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, fundraising and Pupil Premium (if the child is entitled).

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

Damages and Losses.

Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a pupil's inappropriate behaviour.

Charges may be made for the cost of replacing any property or item which has been loaned or hired to a pupil and not returned.

Arrangements for monitoring and evaluation

Appendix 1

The Resources Committee of the governing body will monitor the impact of this policy by receiving an annual 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 Family Credit, Job Seekers Allowance or Income Support. These families will be expected to pay a contribution. At present this would amount to half of the total cost of the visit. School records of current students entitled to Free School Meals acts as a source of confirmation of entitlement; approval is ascertained by the 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.

Appendix 1

- This school will make charges for breakages and damage to property including window breakage and cost for graffiti removal.
- **Individual Instrumental Tuition**
The cost to the pupil for providing any instrumental tuition not part of normal LA peripatetic provision.
- **Remissions**
The Governing Body may wish to remit in full or in part the cost of 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.

Signed *Mrs S Denford* Date 08.03.2018
Headteacher

Signed *Mr S Aspín* Date 08.03.2018
Chair of Governing Body

Signed *Mr A Brundrett* Date 08.03.2018
Chair of Resources Committee of the Governing Body