

# Ashmole Primary School



## Charging and Remissions Policy

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## **Introduction**

Ashmole Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

This policy has been formulated in accordance with current legislation:

- Sections 449 to 462 of The Education Act 1996
- DfES Circular 2/89
- A Guide to the Law for School Governors.

## **Aim**

The policy identifies the circumstances under which voluntary contributions will be requested from parents and activities for which:

- charges will not be made.
- charges will be made
- charges for which remissions may be granted

## **Responsibilities**

The Governing Body of Ashmole Primary School are responsible for determining the content of the policy and the Head of School for implementation. Any determinations with respect to individual parents will be considered by the Head of School and reported confidentially to the Governing Body.

## **Publication of Information**

The policy will be included on the School Website which will specify what charges are /are not to be made and for which activities voluntary contributions will be invited from parents.

## **Prohibition of Charges**

The Governing Body of the School recognise the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;

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- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport provided in connection with an educational trip.

### Charges

The Governing Body has agreed to make a charge on the following:

a) board and lodging on residential visits (not to exceed the costs)

b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:

- Travel
- Materials and equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs

c. tuition in the playing of a musical instrument

d. any other education, transport or examination fee unless charges are specifically prohibited

e. breakfast and replacements as a result of damages caused wilfully or negligently by pupils

f. extra-curricular activities and school clubs. Eg. Breakfast and After School Club

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

### 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. 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

### Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Universal Credit in prescribed circumstances;
- Income Support (IS);

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- Income Based Jobseekers Allowance (IBJSA); support under part VI of the Immigration and Asylum Act 1999;
- 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);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

The Governing Body 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 at the discretion of the Head of School in consultation with the Chair of Governors.

### **Voluntary Contributions**

Parents may be invited to make a voluntary contribution for the following:

#### a) Outings and Visits

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head of School.

### **Additional considerations:**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection where possible.