

# **Wrotham Road Primary School**

## **Charging and remissions policy (Jan 2017)**

The Governing body cannot charge parents and pupils for any activity unless it has drawn up a charging policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The governing body must not charge for any activities which are a necessary part of the National Curriculum. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

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. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Chapter 23 of A Guide to the Law for School Governors provides further, detailed guidance on residentials, use of mini-buses, public examinations and activities provided during school hours by external bodies.

### **Status Statutory**

### **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: 8.55am- 3.25pm

### **What was consulted?**

The policy has been informed by the Governors' Handbook and KCC Governance model documents.

### **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, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because he/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.

### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example Breakfast club, Afterschool Club & elements of study support provision. 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.

### **Residentials which are part of the national Curriculum**

**(NB the school does not currently organize residentials as part of the NC, the Yr 6 optional residential comes under the category of "optional activities" as above)**

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit. Other charges may be made for non-curriculum based activities during the residential.

Other charges may 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.

### **Voluntary Contributions**

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs, *[for example school trips etc.]*

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.

### **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 use of delegated funds.

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

### **Remissions**

Pupils, whose parents are in receipt of the support payments will in addition to having a free lunch entitlement, be entitled to a remission for any charges for board and lodging for residential visits which are part of the National Curriculum.

#### *Support Benefits*

Remissions will be made as above for pupils whose parents are in receipt of the following benefits

- Income Support
- Income-based Jobseeker's Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed [the sum given in the Inland Revenue and Customs rules]
- guaranteed element of State Pension Credit
- income related employment and support allowance (that was introduced on 27 October 2008)
- Universal Credit

Remissions for breakfast-club, after-school-club and residential visits may be given at the Headteacher's discretion in cases of hardship.

### **Other charges for services provided by the school:**

The school may levy charges for reproduction of documents as covered in the School Publication Scheme.

Charges will be made if there is a late collection of their child at afterschool club and if there is an arrears of payments, an admin charge will also be made.

### **Arrangements for monitoring and evaluation**

The Resources Committee will monitor the impact of this policy by receiving a financial report in November and July, on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

**Reviewed: Jan 17**

**Due for review: Jan 18**

