



Lyng Church of England Primary School

Charging and Remissions

Review Body:	Full Governing Body
Responsibility:	Headteacher
Type of Policy:	Statutory
Review Period:	Annually
Reviewed:	October 2016
Next Review:	October 2017

Aim: To set out what charges will be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. It also sets out those activities for which charges will not be made.

Purpose: We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra- curricular) independent of their parents'/carers' 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.

This policy has been written with reference to DFE guidance 'Charging for school Activities' (November 2013) and Norfolk County Policy guidance for Governors.

The headteacher, staff and governors will ensure that the following applies:

No charges are made for

- education provided during school hours (including the supply of any materials, books, instruments or other equipment) This includes:
- swimming lessons for KS2 pupils which are part of the National Curriculum.
- whole Class Instrumental Tuition for KS1 and KS2 provided by the County 'First Access' scheme

2. Voluntary Contributions

Asking for voluntary contributions enables the school to enhance the curriculum opportunities either more regularly or beyond what is usually within the means of the school budget

Parents will be invited to make a voluntary contribution for:

some activities that take place in school. These could include visits, special events, visitors, theatre groups etc and

some activities that take place as part of the national curriculum. These could include visits to places of special interest/the local area where there is a transport/admission cost

When making requests for voluntary contributions, the school will make clear:

- that the contribution is genuinely voluntary (is not a charge) and a parent/carer is under no obligation to pay
- that registered pupils at the school will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request
- if a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.
- if insufficient voluntary contributions are raised to fund an activity, and the school cannot make up any shortfall from school funds then it will be cancelled.

In addition

- Parents/ carers will not be asked to pay more than required to subsidise children whose parents/ carers have not contributed.
- The contribution requested will not exceed the per pupil cost.

2. When Charges are made

Activities regarded as “optional extras” (with the exception of board and lodging for residential trips).

These would normally consist:

- education provided outside of school time that is not part of the national curriculum
- board and lodging on residential visits
- individual or group tuition in the playing of a musical instrument with a peripatetic music teacher, where this is not an essential part of the national curriculum (cost includes instrument hire)
- breakages and replacements as a result of damage caused wilfully or negligently by pupils
- extra-curricular activities and school clubs.
- any materials (eg cooking ingredients or modelling materials) books, instruments, or equipment, where the child's parent wishes him/her to own them and /or the child is to take home the product

The proportionate costs for an individual child of these may include an amount for the cost of:

- (i) travel
- (ii) materials and equipment
- (iii) staff/ tuition costs
- (iv) entrance fees
- (v) insurance costs

- Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.(also see section 4 Remissions) Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.
- The charge will not exceed the actual cost of the provision, which is calculated for each child by calculating the cost per pupil.

3 Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits *where charges can legally be made* will be offered at a reduced charge to parents/carers in particular circumstances.

Parents/ Carers are advised to discuss any remissions requests with the Headteacher.

Criteria for qualification for remission are :

- Parents/carers in receipt of
- Income Support
- Universal credit
- Income-based Jobseekers Allowance
- 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules (£16,190 financial year 2013-14)
- Guaranteed State Pension

5. 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:

- we have established a system for parents/carers to pay in instalments
- 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.

6. Refunds

If activities which are charged for (such as music tuition/ after school clubs) do not run due to the provider not being able to do so , the session will be made up. If this is not possible then the charge for that session will be deducted.

If a pupil is unable to attend an activity that has been charged for, then that charge will not be refunded, unless the absence is due to illness. For residential visits, there is a non-refundable deposit. If the pupil is unable to attend due to illness, then the contribution less the deposit will be refunded.

Where an activity has been paid for through voluntary contributions, and the pupil is unable to attend due to illness, then the contribution will be refunded.