

# **ESSENDINE PRIMARY SCHOOL**



**CHARGING AND REMISSIONS POLICY**

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## CHARGING AND REMISSIONS POLICY

### Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. There is a separate Lettings Policy.

The policy has been informed by the LA policy and the DfE guidance.

The charges made will cover only the costs incurred and a profit will not be made by the school.

### Definition

The school day is defined as: 9.00 am – 3.30 pm. The midday break does not form part of the school day.

### Responsibilities

The headmistress will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

### Policy statement

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 an individual pupil or groups of pupils to play a musical instrument, unless the teaching is an essential part of the National Curriculum.

Voluntary contributions may be sought for activities during the school day which entail additional costs, *for example residential or field trips*.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. The Educational Foundation and PTA will subsidise these visits.

From time to time we may invite a non-school based organisation such as *a visiting drama group or storyteller* to arrange an activity during the school day. Such organisations may wish to charge for their services and donations may be requested by the school but no child would be excluded if parents were unable to contribute.

### Optional activities inside and outside of the school day

We may charge for optional, extra activities provided both inside and outside of the school day, *for example art club or theatre visits*. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Funding for these activities can also be supported by The Foundation Grant, PTA, other donations, government grants. Charges may include a nominal commitment fee eg. £5 to participate in clubs. Charges will be made for Music Instrumental lessons to cover the cost of tuition brought into the school.

### 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 may be made. When such activities are arranged parents will be told how the charges were calculated.

### Residentials

Charges will be made for board and lodging etc. For pupils whose parents are in receipt of

eligible benefits the Foundation Grant and/or other donations may be used to assist with payment.

### **Coach travel**

Pupils of the school, school staff or parents/other volunteers may be charged for travel in a coach. Charges made will cover only actual costs incurred, the hire should not make a profit for the school.

### **Lost Books and Damage to School Property/Equipment**

A charge may be made when Home reading books are lost or if a pupil deliberately damages school property or equipment.

### **School Meals**

Charges for school meals are determined by the Local Authority Cabinet Member for Children's Services on an annual basis. Free school meals are available for pupils whose parents are in receipt of eligible benefits.

### **Calculating charges**

Members of the Snr. Leadership Team will be responsible for determining when charges will be made and the amount to be charged.

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. Support for cases of hardship will come through voluntary contributions, Foundation Grant and fundraising.

Parents who would usually 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.

The collection and banking of monies received will be in accordance with the School's Financial procedures.

### **Music Tuition**

In cases of hardship the governors or the Trustees will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

### **Eligible benefits**

Income Support;

Income-based Jobseeker's Allowance;

Income-related Employment and Support Allowance;

Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999;

The Guarantee element of the State Pension Credit; or

Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190.

