

St Peter's CE Primary School

CHARGING AND REMISSIONS POLICY

STATEMENT OF INTENT

St Peter's CofE Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

RATIONAL

The Governing Body of St. Peter's CE School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CONTEXT

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the LA or the school.

No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

AIMS

- To offer all children the opportunity to participate in school trips regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school.
- To enable the school to provide the financial means to organise trips.
- To comply with statutory requirements.
- To inform parents of their rights re. Charges and Remissions arrangements.

PROCESS

Where possible all major residential trips to be identified prior to the setting of the budget for the relevant financial year in order to allocate funding to the 'Educational Visits' account.

CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

Residential activities taking place largely during school hours

The **full cost** to each pupil of board and lodging, although the school is willing to help in cases of hardship. Parents on benefits (see below) have the right to claim reduced costs for activities if they are in receipt of the following state benefits:

- Income support
- Income based Job seekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax credit run-on - paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit - if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive).

RESIDENTIAL VISITS

We will not charge for:-

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for teachers accompanying pupils on visits.

We may charge for board and lodging - but the charge will not exceed the actual cost.

Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part Vi of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190

- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive).

Activities outside school hours

The **full cost** to each pupil of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

Some examples currently offered in school are:

- Visits to museums/places of interest
- Sporting activities – some of which may require transport expenses
- Outdoor adventure activities
- Visits to or by a theatre company
- Musical events

Individual Instrumental Tuition

The **full cost** to the pupil for providing any instrumental tuition, if the cost is not an essential part of the national curriculum. This is provided by peripatetic music teachers. Information is given to parents at the start of each academic year regarding charges for this tuition. Payment is made directly to String Club.

Drumming tuition is collected by school. Parents pay via Arbor.

Out of School Club

There is a daily and weekly charge for attendance at our out of school club. Please refer to our Out of School Club prospectus.

The school will not charge in excess of the actual cost of providing the activity divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

VOLUNTARY CONTRIBUTIONS

Voluntary contributions may be requested from parents from time to time towards the benefit of the school or school activities.

- We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary

contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

- No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

MUSIC TUITION

- Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size - provided that the tuition is at the request of the pupil's parents.

TRANSPORT

We will not charge for:-

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport
- Transporting registered pupils to other premises where the Governing Body or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.

REMISSIONS

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities and/or to the School Fund. Pupils will not be treated differently whether or not their parents have made a contribution.

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. This will be given due consideration on an annual basis when setting the school budget. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part.

The Head Teacher, in consultation with the Chair of Governors and Chair of Finance, will make authorisation for such remission.

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

SCHOOL TRIP REFUNDS

- All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.
- In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.
- In the event that a school trip is cancelled due to unforeseen circumstances, it is at the Head Teacher's discretion as to whether a refund is given to parents. The Head Teacher will consult the Governing Body on the matter, taking into account the cost to the school, including alternative provision cost.
- In the event that a school trip is postponed due to unforeseen circumstances, it is at the Head Teacher's discretion as to what happens with the parental contributions for the trip. The Head Teacher will discuss options with the Governing Body, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the Head Teacher's discretion as to what happens with the parental contributions for the trip. The Head Teacher will discuss options with the Governing Body, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the Head Teacher's discretion as to whether a refund is given. The Head Teacher will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.
- In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the Head Teacher's discretion as to whether a refund is given. The Head Teacher will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.
- Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account.
- Excess expenditure will be subsidised by the school fund
- The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
- If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedure Policy.

GENERAL

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.