

# ULEY C OF E PRIMARY SCHOOL



## CHARGING AND REMISSIONS POLICY

They are like trees that grow beside a stream that bear fruit at the right time and whose leaves do not dry up. They succeed in all they do. Psalm 1:3

We believe that everyone should be given the opportunity and encouragement to be the best that they can be. To this end, we strive to create the right environment, deliver the right content, and embrace new ideas. We apply our school values of trust, friendship, compassion and wisdom to enable every individual to flourish within a moral framework built on Christian values. We believe that this can only be achieved by developing partnerships between pupils, staff, governors, parents and the wider community.

## **INTRODUCTION**

All education during school hours is free, with the exception of some individual or small-group music tuition. A request for a voluntary contribution is made for transport and admission costs for swimming lessons or for visits to museums, etc. during school hours.

## **CALCULATING CHARGES**

When charges are made for any activity, whether during the day or outside the school day, they will be based on the actual costs incurred and divided by the total number pupils participating. The principle of best value will be applied when planning activities that incur costs to the school and/or charges to the parents.

## **VOLUNTARY CONTRIBUTIONS**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- visits to or by a theatre company;
- musical events.

## **RESIDENTIAL VISITS**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging. Parents who receive state benefits may be exempt from payment. Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision. Where the trip takes place wholly, or mainly, during school hours 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 these charges:

- 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 Pension Credit
- Child Tax Credit (provided you're 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If parents are experiencing financial difficulties they are invited to write in confidence to the Head Teacher.

### **MUSIC TUITION**

All children study music as part of the normal school curriculum. We do not charge for this.

Peripatetic teachers visit the school for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum, there is a charge and the peripatetic music teachers will invoice parents accordingly. We give parents information about additional music tuition at the start of each academic year.

### **SWIMMING – CURRENTLY UNDER CONSULTATION**

The school organises swimming lessons for Year 1, 2, 3, 4, 5 and 6 children. These take place in school time and are part of the National Curriculum. We ask for voluntary contributions to support the school's costs. We inform parents when these lessons are to take place.

### **AFTER SCHOOL ACTIVITIES**

The school offers additional after school activities. These are sometimes run by qualified third party providers and a charge is made. We may also ask for voluntary contributions towards costs of materials or ingredients at school run clubs.

### **PHOTOCOPYING OF DOCUMENTS AND HANDLING CHARGES, AND USE OF TELEPHONE**

The school reserves the right to charge

### **DAMAGE/LOSS TO PROPERTY**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **LETTINGS**

The school may make use of its facilities to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined on a case by case basis.

### **BEFORE AND AFTER SCHOOL PROVISION**

The school charges for before and after school provision. This covers cost of food, materials and staffing.

### **REMISSIONS**

If the parent/guardian of a pupil is in receipt of free school meals, charges in respect of board and lodging may be remitted in full upon written request.

To qualify for free school meals the parent/carers must be in receipt of one of the benefits below:

Income Support (IS)

Income Based Jobseekers Allowance (IBJSA)

Employment and Support Allowance Income Based  
Child Tax Credit, provided the annual taxable income, as assessed by the Inland Revenue is not in excess of £16,190. *Families who also receive an award of Working Tax Credit do not qualify to claim for FSM.*  
The Guarantee element of State Pension Credit  
Support under part VI of the Immigration and Asylum Act 1999  
Children who receive Income Support (IS) or Income Based Jobseekers Allowance in their own right are also entitled to receive FSM  
Working Tax Credit run-on paid for 4 weeks after qualification ends for working tax credit  
Universal Credit

### **MONITORING AND REVIEW**

This policy is monitored by the governing body, and will be reviewed every year or earlier if necessary.

Last reviews – Sept 17, June 18

Current review – Jan 2020

Future review – Jan 21