Charging and Remission Policy

Together We Believe, Aspire and Achieve

Equality Statement

As a school we welcome our duties under the Equality Act 2010. The general duties are to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations.

We review all policies and procedures we operate to ensure there are no negative equality impacts based on age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation as outlined in the Equality Act 2010. If you feel, on reading this policy that there may be a negative equality impact, please tell us about this. Please also let us know if you need to access this policy in a different format. You can do this by contacting the school office.

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 those items where there may be a charge.

This Charging and Remission Policy complies with statutory requirements, has regard to the Local Authority's Policy Statements on charging and is reviewed on an annual basis by the School Governing Board Finance and Personnel Committee. It also describes how we will do our best to ensure a range of visits and activities are offered and, at the same time, try to minimise financial barriers.

At St. Peter's, the headteacher and governors recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences, can make towards pupils' learning and personal development. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. 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'/guardians' financial means.

As a school, we are acutely aware of - and sensitive to - the needs of our families. We have to balance the need to be conscious of their financial constraints with the desire to fulfil the values that families believe in when choosing the school: one of these is to ensure that our children get the opportunity to have enhanced learning opportunities outside of the classroom, to bring learning to life and to have experiences which only visiting certain venues in the form of a school trip

allows.

Voluntary contributions may be sought for activities during the school day which entail additional costs, e.g. trips and visits. In these circumstances no pupils will be prevented from participating because his/her parents/guardians cannot or will not contribute. However, if insufficient funds are available, it may be necessary to curtail or cancel activities.

Aims

- to set out what the school will or will not charge for, or request a voluntary contribution towards, from parents/guardians.
- to clarify how charges will be determined so parents/guardians understand why requests for payment are sometimes made for activities.

Summary Overview

Our policy is that we don't ask for contributions of more than £36 in total, per child, for class trips during a single school year (apart from residentials in Y4 & 6, in which case we make other trips free that year). At the same time, our aim is not to charge more than £12 for one single class trip. *In fact, we haven't ever come close to a £36 total for one class in an academic year.*

Activities without charge

There will be no charge for the following activities:

- During the school day all non-residential activities that are a necessary part of the National Curriculum, plus religious education, will be provided free of charge. This includes any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided on any visit that takes place during school hours, or outside school hours if it is part of the National Curriculum, religious education or the syllabus for a public examination that the student is being prepared for at school, or part of religious education.
- Transport costs in connection with an education trip (e.g. swimming)
- Entry for a prescribed public examination including re-sits, provided that the pupil has been prepared for it at the school.
- Instrumental and vocal music tuition, which is part of the National Curriculum or a programme in which the whole class engages with KS2 programme of instrumental tuition (MAPAS WCIT – Whole-Class Instrumental Tuition).
- Instrumental tuition for children in care.
- Transporting registered students to and from school premises, where the Local Authority has a statutory obligation to provide transport.
- Transporting registered students to other premises where the Governing Board or Local Authority has arranged for students to be educated.

- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.

Activities for which charges may be made

Calculating charges

The DFE, in its guidance to School Governors, states that "Parents can be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education". The Governing board have agreed that 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. It will not include any subsidies for any other pupils wishing to participate in the activity whose parents/guardians are unwilling or unable to pay the full charge. Support for cases of hardship will come through voluntary contributions, fundraising, grants, and school's budget.

Parents who would qualify for support are those who are in receipt of eligible benefits and in special circumstances only (see 'Remission').

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

The Governing board may, from time to time, amend the categories of activity for which a charge may be made.

If insufficient contributions are received to make the activity viable, the school reserves the right to cancel the activity or event.

The terms of any request made to parents will specify that the request is for a voluntary contribution, and in no way represents a charge. The responsibility for determining the level of voluntary contribution is delegated to the class teacher with the authorisation of the head teacher. It is based on cost alone, never profit.

- The proportionate costs for an individual student or activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
    - Travel associated costs
    - Materials and equipment
    - Non-teaching staff costs
    - Entrance fees/activity fees
    - Insurance costs
    - Breakfast Club
    - Before/After School Sports Activities or other 'clubs' as arranged.
    - Visits to School by professional theatre groups
- Board and lodging on residential visits (not to exceed costs).
- Any other education, transport or examination fee unless charges are specifically prohibited.
- Provision of instrumental or vocal tuition which takes place during the school day and which has been requested by parents/guardians. In cases of hardship the governors 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.

- Provision of materials/ingredients for subjects such as Art and Design or Food Technology, where pupils take home a finished product.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Costs of non-prescribed examinations where no further preparation has been provided by the school.
- Breakages and replacements as a result of damages or loss (i.e. reading books) caused willfully or negligently by pupils.
- Any photocopying that is requested by parents relating to their child (refer to the Freedom of Information Policy for costs per copy).
- At the Headteacher's discretion, any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent/guardian (e.g. mid-year progress reports for solicitors, private psychologist reports etc) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-Chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per house) as well as photocopying charges (see Freedom of Information policy copier charge).

Remission

In order to remove financial barriers from disadvantaged pupils, the Governing board of St. Peter's has agreed that some activities and visits where charges can legally be made, can be offered at no charge or a reduced charge to parents/carers in particular circumstances. Therefore, where the Governing board has determined to charge for board and lodging on a school trip, the following paragraph to be inserted in the information to parents:

Students whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips and can make an application to the Governing board, via the Head Teacher of St. Peter's for assistance. The relevant support payments are:

a) Income Support
b) Income based Jobseekers Allowance
c) Support under Part V1 of the Immigration and Asylum Act 1999
d) Child Tax Credit, where the parents is not entitled to Working Tax Credit and whose annual income specified by the Inland Revenue does not exceed the financial threshold for the current year.
e) Disadvantaged children, i.e. those on the Pupil Premium register.
f) Vulnerable pupils – children identified to work with our school pastoral lead, or those with family involvement with Early Help or associated agencies.
g) Families engaged in the benefits system, i.e. Universal Credit or whatever the government terminology of the time.

Arrangements for Monitoring and Evaluation

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

The Governing Board Finance and Personnel Committee will monitor the impact of this policy by receiving a termly financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. The Governing Board will review the policy annually.