



OWLSMOOR PRIMARY

CHARGES AND REMISSION OF CHARGES POLICY

Status of Policy	Date
Statutory	
Reviewed	Annually
Policy written	May 2014
Last reviewed by governors	12 th May 2020
Review due	12 th May 2021

POLICY ON CHARGES AND REMISSION OF CHARGES

This policy has due regard to the requirements of the Equality Act.

INTRODUCTION

It is the responsibility of the governing body to formulate and keep under review a policy on charges. No charges can be made unless a policy is in place. Governors have discretion over what charges they make for pupils' activities. The governing body must also formulate a remissions policy to set out the circumstances in which they would remit all or part of the charges.

In summary a Governing Body:

- has powers to provide any facilities or services that further any charitable purpose for pupils, their families and for people who live and work in the local community.
- may not charge for any activities which take place in school time, apart from instrumental tuition (excluding voice tuition) for individual pupils or pupils in groups of up to four;
- may not charge for any activity, before or after the school day, which is part of the syllabus of a prescribed examination or is required to fulfil statutory duties relating to the National Curriculum or to religious education;
- may invite parents and others to make voluntary contributions towards any part of the school's work;
- may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras;
- may charge for board and lodging on residential courses;

It is not permissible to plan for a surplus of income over expenditure (profits) from charging parents. However, it is accepted that from time to time profits are made by a school from providing facilities or services, and if this is the case, they must be re-invested in the school or service.

THE POLICY

PURPOSE

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum in line with the vision, aims, and values of the school

EQUALITY IMPACT

This policy will ensure that charges and remissions are applied consistently and fairly, and that they enable all pupils to access provision regardless of their families' financial circumstances.

WHO/WHAT WAS CONSULTED?

The policy has been informed by DfE and local authority guidance on charging for school activities.

ROLES AND RESPONSIBILITIES

The headteacher will ensure that the following applies and that the information is available for parents:

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 sing or play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), a charge will be made.

Voluntary contributions may be sought for activities during the school day which entail additional costs (for example visiting artists, theatre groups, cookery sessions). In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example Football Coaching, Spanish Club, Judo Club and Zumba. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

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.

Residentials

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based Jobseeker's Allowance.

Other charges may be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity.

Calculating charges

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. Support for cases of hardship will come through voluntary contributions and fundraising. As much notice as possible will be given to parents of the activity and the charge.

Parents who would qualify for support are those who are in receipt of Income Support, Family Credit, Disability Working Allowance, an income-based Jobseeker's Allowance or as detailed in our Remissions section. Parents outside this criteria may be eligible for support on an individual basis, applications via the Headteacher.

Best value will be sought in planning activities that incur costs to the school and/or charges to parents.

ARRANGEMENTS FOR MONITORING AND EVALUATION

The Full Governing Body will monitor the impact of this policy on an annual basis.

OUT OF SCHOOL CLUB

The school runs an Out of School Club before and after the normal school day. There is a charge for this service. Parents may pay on a termly, half termly, weekly or daily basis in advance. Consideration to waive fees in certain circumstances may be given if application is made to the club manager in advance. Fees are reviewed annually in the summer term by the Governing Body for implementation in the autumn term.

NURSERY

The school runs a Nursery Class for children over the age of three years. There is no charge for the first 15 hours a week as this is government funded. The government also offers Extended Free Entitlement for working parents or parents returning to work, for an additional 15 hours of free entitlement per week (eligibility can be checked at www.childcarechoices.gov.uk). For parents that are not eligible for the Extended Free Entitlement the school offers additional hours (up to a maximum of an additional 15 hours a week) if required, for a fee. Fees are reviewed annually in the summer term by the Governing Body for implementation in the autumn term.

DAMAGE TO PROPERTY

The Governing Body reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

VOLUNTARY CONTRIBUTIONS

Voluntary contributions in cash or kind may be made for activities taking place during or outside the school day. However no child is to be excluded because his/her parents/carers did not contribute to the funds. It is permissible to warn parents in advance that unless a majority is willing to make a contribution, the activity will not take place.

REMISSIONS

The Governing Body does not wish to see any child disadvantaged by virtue of the fact that their parents/carers are unable to pay. The Governing Body will:

- Remit all charges otherwise payable by parents/carers of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents meet the criteria for the 'benefits' that qualify them for free school lunch eligibility process as listed below:
 - 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 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

- Give consideration to remitting all or part of any charges payable by a parent of a pupil in all other instance pursuant to its charging policy