



WEST DARTMOOR FEDERATION

POLICIES & PROCEDURES

TITLE: Charging and Remissions Policy

DOCUMENT MANAGEMENT

This document was **adopted** at the **Full Governing Body meeting on 29 February 2016**

The document is subject to **review on an annual basis**

The next review will be **spring term 2017**

MODEL POLICY STATEMENT

The **Local Authority policy** and the **Department for Education guidance** have informed the content of this policy.

IMPACT OF THIS POLICY ON THE ETHOS OF SCHOOLS IN THE FEDERATION

1. Introduction

The purpose of the policy is to ensure that there is clarity over those items that the schools will provide free of charge and those items where there may be a charge.

The Governing Body:

- may not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in groups of up to four
- may invite parents/carers 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.

2. School Day Definition

The school day is defined as;

Key Stage 1 - 0845 – 1200 and 1315 – 1500

Key Stage 2 - 0845 – 1200 and 1300 – 1500

The lunch break does not form part of the school day.

3. 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. The school will resource all lessons but encourages parents/carers to provide, on a voluntary basis, such items as calculators, dictionaries, additional reading material, for their child's personal use. Charges will be made for ingredients/materials in practical areas where a parent/carer indicates in advance a wish to own the finished product.

4. Voluntary Contributions

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

In these circumstances no pupil will be prevented from participating because his/her parents/carers are unable or unwilling to make a contribution. Where there are not enough voluntary contributions to make the activity possible, it may be necessary to curtail or cancel activities.

From time to time non-school based organisations, such as a visiting drama group, may be invited to arrange an activity during the school day. Such organisations may wish to charge

parents/carers, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

5. Musical Instrument Tuition

Charges will be made for teaching an individual pupil or groups of up to four pupils to 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).

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

6. Damage to School Property

Parents/carers will be charged for the cost of broken windows, defaced, damaged or lost resources, etc., where it is the result of pupil(s)' action

7. Optional Activities outside of the School Day

The school will charge for optional, extra activities provided outside of the school day, for example, theatre visits. Such activities are not part of the National Curriculum nor Religious Studies nor are they part of an examination syllabus.

The school will inform parents/carers in advance if it wishes to charge for an activity.

Where specific funding has been received to support particular activities, the school will subsidise the charge to the extent permitted by the funding

8. Education during Part of 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 larger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged, parents/carers will be told how the charges are calculated.

9. Residential

Charges will be made for board and lodging, except for pupils whose parents/carers are in receipt of eligible benefits.

Other charges will be made to cover costs when the trip is classified as taking place outside school time, i.e. the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents/carers will be told how the charges are calculated.

10. 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 are unable or unwilling to do so. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents/carers who would 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/carers.

No child shall be excluded from an activity if parents/carers are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund a visit it will be cancelled.

If a child is unable to take part in a scheduled activity, the school must be informed at least two working days beforehand

Following the closing date for contributions, any refunds requested will be limited to the child(ren)'s entrance fee, but only if this is refundable by the organisation being visited or if the school did not have to pay for admission in advance

11. Eligible Benefits

Where a trip takes place wholly or mainly during school hours, pupils whose parents/carers 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 charges:

- Income Support
- Income related Employment and Support allowance
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
or
Child Tax Credit [providing that there is no entitlement to Working Tax Credit and that annual income, assessed by the Inland Revenue, does not exceed £16,190, in line with Devon County Council advice: this figure subject to change].
- The guaranteed element of State Pension Credit