



Charging & Remissions Policy

Reviewed by Resources Committee	SPRING 2019
Ratified by Full Governors	SPRING 2019
Review Period:	Two Years
Next Review Due:	SPRING 2021

This policy has been reviewed in line with the 9 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.

Policy on Charging and Remissions.

- The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a pupil's education.
- The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum and as additional optional activities for the pupils of the school
- Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. It prohibits charges to be made except in certain clearly defined circumstances where charging will be permitted at the discretion of the Governing Body. The Governing Body is obliged to draw up and keep under review, a policy in respect of charges and remission arrangements for the school.
- The Governing Body is empowered to seek voluntary contributions from parents in situations where 'charging' is not permitted however, there is no obligation to contribute and registered pupils will not be treated differently according to whether or not their parents have made any contributions in response to the request.
- There are a number of other areas in which the school makes charges to pupils, staff or others. These charges will be reviewed annually by the Governors and any changes will be notified.

The principle of the charging policy is to ensure, where appropriate, that the charge for a service, covers the cost of that service. If the Governors so decide, there may be some subsidy allowed, but close monitoring of any expenditure is required.

The charging policy covers the following:

- School Based Activities/Trips/visits
- Music Tuition
- Lettings
- Travel Costs
- Supply
- School Uniform
- Miscellaneous charges – lost books, vandalism, accidental damage e
- School Based activities/Trips/Visits

Activities Wholly During School Hours

Pupils and parents are not required to pay for or supply any materials, books, instruments or other equipment for use in connection with their education provision during school hours.

In some subjects, such as Design Technology, a voluntary contribution may be requested to contribute to the cost of materials. No pupil will be excluded from the activity if a voluntary contribution is not received.

From time to time trips and visits, workshops and other activities will be organised for which parents will be asked to make a voluntary contribution. This will normally be based on the full cost of the trip, visit or activity and the number of pupils participating.

It will be made clear to parents that:

- no pupil can be excluded from the trip, visit or activity if the voluntary contribution is not paid
- it is highly likely that the trip, visit or activity will not take place unless all parents pay the voluntary contribution

RESIDENTIAL ACTIVITIES

The school is committed to providing an opportunity for children to participate in a residential visit however this is not a compulsory element of the National Curriculum and does not take place wholly during school hours. Participation is optional and it is highly likely that the trip will not take place unless the costs of the residential are covered by parents.

Parents who consent to their child attending an optional residential visit are asked to pay the actual cost of their child only. However, where a parent is in receipt of eligible benefit*, they may claim remission in certain circumstances.

We will provide easy terms of payments for parents who wish to pay in instalments.

Subsidies for **PUPIL PREMIUM GRANT** Pupils are as follows:

- For mandatory curriculum related trips the subsidy is 100%
- For all residential trips, the subsidy is 35%.

Activities outside school hours

No charges will be made for education and associated incidentals where education is:

- Provided specifically to fulfil statutory duties relating to the National Curriculum
- Provided specifically to fulfil statutory duties relating to Religious Education.

In such circumstances voluntary contributions will be asked for on the same basis as during school hours. For all other activities a charge based on the full cost of the activity and the number of pupils participating will be made.

Music Tuition

There is an exception to the rule about not charging for activities in school hours: charges may be made for teaching either an individual pupil, or groups of pupils, to play a musical instrument.

- All pupils are offered the opportunity to take instrumental tuition. Tuition is offered via peripatetic music teachers in school on various instruments. Fees are paid directly to the music teacher.
- Ferndown First School will cover the cost of music tuition for PUPIL PREMIUM GRANT pupils, for one instrument. Progress will be reviewed with the teacher on a termly basis.
- The school has no instruments to loan to pupils, so they are expected to provide their own instrument.
- All music tuition is exempt from VAT

Lettings

- Charges for the letting of the school are reviewed annually by the Governors. Please see the Lettings Policy for further information.

School Clothing Assistance

Parents may apply to the school for assistance in providing uniform for their child. Assistance will be provided to parents who are in receipt of current qualifying benefits – see Remissions

The assistance provided by the school will be the provision of one set of uniform from school as follows:

- One school sweatshirt
- One T-shirt for PE
- One pair of school shorts for PE

The frequency of this assistance will be no more than one set of uniform per child in any one-year period. Parents will need to complete a short form for our records and will be issued with a letter of authorisation which will need to be presented at The School Shop.

Ingredients and Materials

The school may ask for the cost of materials, ingredients or equipment for certain aspects of the curriculum if the parents have indicated in advance that they wish to own the finished product.

Parents may be asked to provide materials or ingredients for practical work on the understanding that they will own the finished product. No child would miss an activity if parents were unable to provide ingredients or materials.

Breakages, Loss and Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment including, for example, windows or computer software, are liable for the cost of repair or replacement. Charges will only be made for deliberate or wilful damage, but not where it is accidental damage.

- When an incident occurs, the member of staff should report the breakage to the Finance Officer, in order that the site staff can be informed if necessary.
- The member of staff should inform the teacher concerned, who will contact the parents/guardians informing them of the incident and that a charge will be made in due course.
- When the Finance Officer receives an invoice relating to the breakage, an invoice to parents/guardians will be raised for the relevant amount attaching a copy of the invoice if appropriate.

Lost Books

- We reserve the right to charge for lost library books at the current replacement value.

Remissions

In circumstances of family hardship which make it difficult for children to take part in particular activities for which a charge is made, the Governing Body will invite parents to apply in confidence for the remission in part or in full.

Authorisation of remission will be made by the Headteacher in consultation with Chair of Governors within the limits of the budget provided.

Prior to April 2018, children qualified for free school meals – and accordingly pupil premium – if parents received any of the following benefits:

- Income support
- Income-based jobseekers' allowance
- Income-related employment and support allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The guaranteed element of state pension credit
- Child tax credit, provided that you are not also entitled to working tax credit and have an annual gross income of £16,190 or less

These benefits have now been rolled into a single benefit, called Universal Credit.

From April 2018, free school meals and pupil premium will only be allocated to pupils with a family income under £7400 (net) per year.