

The Federation of Heavers Farm and Selsdon Primary Schools

Charging & Remissions Policy

Reviewed: October 2018

Heavers Farm and Selsdon Primary Schools **will not** charge for:

- an admission application to the school;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- swimming lessons for children in KS2. These lessons occur in school time for Year 3 and form part of the National Curriculum so we make no charge for this activity.
- music which is studied as part of the normal school curriculum. (We do charge for individual or group music tuition: see below). Charges will only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

The School **will** charge for:

- any materials, books, instruments, or equipment, where the child's parent or carer wishes him/her to own them;
- optional extras (see below); and

The school **may** (at the Executive Headteacher's discretion) charge for

- Damage to equipment or property caused by a child.

Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **will** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. No charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

The school offers after school and breakfast clubs. Some clubs are available free of charge to all pupils, other clubs such as Games Club and Breakfast Club offer free places to those children who might be defined as vulnerable by the Leadership Team. If a teacher/coach, who is not a member of the school staff, runs or organises a club then parents or carers deal directly with the coach and costs for these clubs are set by the coach and charged directly to the parents or carers.

The school may arrange individual or group music or vocal tuition that is not part of the National Curriculum. Peripatetic music teachers teach individual or small group lessons. The School Music Service charges parents directly for the lessons and these monies are not handled by the school.

Voluntary Contributions

There are times when the school may ask for voluntary contributions for the benefit of the school or any school activities. If such an activity cannot be funded without voluntary contributions, the governing body or Executive Headteacher will make this clear to parents at the outset. The governing body or Executive Headteacher will also make it clear to parents that there is no obligation to make any contribution.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. The school will make sure that this is made clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The school will make it clear to parents at the outset what the policy for allocating places on school visits will be.

When making requests for voluntary contributions to the school funds, parents will not be made to feel pressurised into paying as it is voluntary and **not compulsory**.

The following is a list of activities organised by the school for which parents will be invited to make a voluntary contribution. This list is not exhaustive:

- Visits to museums
- Visits to farms
- Sporting activities which require transport expenses
- Outdoor adventure activities including residential trips
- Visits to the theatre
- Musical events.

Residential Visits

The School **will not** make a **compulsory** charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools **will** charge for:

- board and lodging and the charge will not exceed the actual cost.

If parents/carers can prove they are in receipt of the following benefits, they will be exempt from paying the cost of board and lodging:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £15,575 (Financial Year 2008/09);
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

Guidance on school policies for Learning Outside the Classroom, including charging is available here.¹

Transport

The School **will not** make a charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local

¹ <http://www.lotc.org.uk/pdf/1.3.2%20Developing%20a%20LOtC%20policy.pdf>

education authority has arranged for pupils to be educated;

- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and

The School **will not** make a **compulsory** charge for:

- transport provided in connection with an educational visit. Parents may be invited to make a voluntary contribution for these expenses.

Charging and Remissions Policies

If a charge is to be made for a particular type of activity, for example optional extras, parents will be told how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information will be made available to parents.

If the school or local authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with this charging policy this will be communicated to parents. Currently the Governing Body has not decided to allow any remissions.

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. This determination will be made in accordance with DfE guidance.