

RAMSDEN INFANT SCHOOL



CHARGING AND REMISSIONS POLICY

AIM

With reference to DfE 'Charging for School Activities' advice issued in May 2018 and Ramsden's policies on Learning and Teaching, Equal Opportunities and Educational Visits and Activities

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.

The school day is defined as: 8.55am to 3.00pm

CHARGING

Ramsden Infant Schools governing body will not charge for:

- an admission application
- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the national curriculum, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- transport provided in connection with an educational visit

Ramsden Infant Schools governing body can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (See Appendix 1)
- music and vocal tuition, in limited circumstances
- certain early years provision
- community facilities

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)

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.

Parents who would qualify for support - e.g. those in receipt of

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 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 - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

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

ACTIVITIES DURING THE SCHOOL DAY

All activities that relate to 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 up to four pupils to play a musical instrument. Unless the music teaching or activity is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we may make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, trips to local places of interest (e.g., Dock Museum, Dalton Wild Animal Park) In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution and parents will not be pressured into making a payment If the activity cannot go ahead without contributions and there are no alternative sources of funding to meet the costs the activity will be cancelled. The possibility of cancellation in the event of lack of voluntary contributions will be made clear to parents in advance

From time to time we may invite a non-school based organisation such as a theatre group to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

MILK

Children up to the day of their 5th birthday and those children entitled to free school meals due to family financial circumstances can receive free milk. Children over the age of 5 and those without a FSM entitlement can purchase milk at the rate suggested by Client Services.

OPTIONAL ACTIVITIES OUTSIDE THE SCHOOL DAY

We may charge for 'optional extra' activities provided outside of the school day, for example Dance Club. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. We will not charge more than the actual cost of the activity to ensure school does not profit and in those charges there will not be an element of subsidy for those children whose parents are unable or unwilling to pay. Participation in such activities will be based on parental choice, parental agreement and willingness to meet the charges

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 will be made. When such activities are arranged parents will be told how the charges were calculated.

RESIDENTIAL VISITS

Charges can be made for, board and lodging but the charge will not exceed the actual cost. Parents who are in receipt of the following benefits will be exempt from paying the cost of board and lodging

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 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 - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Other charges will 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. In such cases, parents will be told how the charges were calculated.

In order to make up any shortfall in overall charges by the residential provider e.g. tuition, parents will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential if the parents do not wish to or cannot contribute voluntarily, however it is possible that unless sufficient voluntary contributions are received to cover the cost, the experience will not go ahead.

However, Ramsden Infant School will seek voluntary contributions for Residential

ARRANGEMENTS FOR MONITORING AND EVALUATION

The Finance and Staffing Committee of the Governing Body will monitor the impact of this policy on an annual basis

Appendix 1 - Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** 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 religious education.
- transport (other than transport that is 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);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

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;
- the cost of buildings and accommodation;
- 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 an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore 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 cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can 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.