



ROWDEFORD SCHOOL

POLICY ON CHARGING AND REMISSION

INTRODUCTION

This document sets out the Charging Policy of Rowdeford School and provides information to parents on the circumstances where the school would charge for activities, whether these are within school hours or out of school hours. It also provides information on activities where no charge is made.

Guidance has been taken from the DofE publication 'Charging for School Activities' (October 2014)

1. EDUCATION DURING SCHOOL HOURS

- 1.1 The school is maintained by the LA and, therefore, no charge will be made for admitting a pupil. Education provided during school hours will be free, including the supply of materials, books, musical instruments and other equipment, and transportation during school hours to carry pupils between the school and an essential educational activity.
- 1.2 **Music Tuition:** In respect of individual or group tuition, where teaching is not an essential part of the National Curriculum or a set examination syllabus, a charge will be made to parents (as detailed in 'The Charges for Music Tuition (England) regulations 2007'). Charges will not exceed the cost of the provision, including the staff who provide the tuition.
- 1.3 **Swimming:** The school organises swimming lessons for some year groups. These take place during school time and exceed the National Curriculum requirement. The School, therefore, requests a voluntary contribution from parents

1.4 VOLUNTARY CONTRIBUTIONS

When organising school activities that are not part of the curriculum but enrich the educational experiences of the children, the school will invite parents/carers to contribute to the cost of the activity. These contributions are necessary to fund the activity but are voluntary as the school cannot make contributions mandatory. The level of contribution is designed to cover the cost of the activity without affecting the school's budget allocation. Staff and vehicle costs will usually be met by the school; however if this is not possible due to financial pressures, a breakdown of how the voluntary contribution is calculated will be communicated to parents and carers in writing. There will be circumstances where the school will contribute towards an activity, but if insufficient voluntary contributions are received, the school may, unfortunately, be required to cancel the activity.

In respect of voluntary contributions:

- a. If a particular activity cannot take place without some financial help from parents, they will be informed at the planning stage.
- b. No pupil will be left out of an activity because his/her parents cannot, or will not, make a contribution.
- c. For each activity where a voluntary contribution is requested, parents will be advised whether they may qualify for help with the cost. In these circumstances, the cost of the activity may be subsidised through the use of Pupil Premium Grant (PPG)

1.5 ACTIVITIES NOT RUN BY THE SCHOOL

Where a non-school organisation arranges an activity to take place during school hours and parents wish their children to join the activity, such an organisation may charge the school. The school may then seek re-imburement from parents.

It should be noted that regulations for annual holiday arrangements apply to such activities.

2. EDUCATION OUTSIDE SCHOOL HOURS

- 2.1 Parents will be charged for 'Extended Day' services offered to pupils (e.g. Breakfast Club; After-School Clubs)
- 2.2 Parents may also be charged for additional activities that happen outside school hours, where they are not a necessary part of the National Curriculum, or Religious Education, or an essential part of an examination syllabus.
- 2.3 The school makes no distinction between resident and non-resident pupils with regard to 2.1 and 2.2, above.
- 2.4 The school may use Pupil Premium Grant to subsidise activities outside school hours for pupils who fall within the criteria (currently those currently eligible for Free School Meals, Looked After Children and in some cases, Service Children)

2.5 EDUCATION PARTLY DURING SCHOOL HOURS

If most of the time spent on a non-residential activity (excluding travel) occurs during school hours, the activity will be deemed to have taken place entirely in school hours.

3. RESIDENTIAL VISITS FOR CURRICULUM ACTIVITIES

- 3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education related directly to the curriculum, no charge is made for the educational element. A charge will, however, be made for board and lodging and a voluntary contribution may be requested towards transport costs.
- 3.2 On the rare occasion that the school organises a residential visit outside or mainly outside of school time, the cost of hiring staff for specialist activities may be charged in addition to board and lodgings. A voluntary contribution for transport may also be requested.

Note: To determine whether an activity is taking place mainly inside or outside school hours, please refer to the DoFE Publication 'Charging for School Activities' (October 2014)

4. PUBLIC EXAMINATIONS

- 4.1 No charge will be made for entering pupils for public examinations that are set out in regulations.
- 4.2 An examination entry fee may be charged to parents if:
 - a. The examination is on the set list, but the pupil was not prepared for it at the school
 - b. The examination is not on the set list, but the school arranges for the pupil to take it
 - c. The pupil, without good reason, fails to complete the requirements of any public examination where the Governing Body originally paid, or agreed to pay, for the entry fee.

4.3 Charges may not be made for any costs associated with preparing a pupil for a set examination. However, tuition (and other costs) may be charged for preparing a pupil for an examination outside school hours that is not a set examination.

5. SCHOOL VEHICLES

The school will not charge for transporting pupils in its vehicles in connection with an essential educational visit. However, the school may charge for transport that is provided for activities and visits which do not form an essential part of the curriculum, or which take place wholly outside of school hours.

6. CHARGES

- 6.1 No charge for an activity will exceed its actual cost.
- 6.2 Permitted charges may include an allowance for the costs of staff from the school who supervise an activity or trip, but only if those staff have been given a separate contract (i.e. for staff who are called upon to supervise an activity or trip which, otherwise, could not have taken place)
- 6.3 A summary of the school's Charging Policy will be made available on the website.

7. DAMAGES OR BREAKAGES

A pupil responsible for non-accidental damage to school property such as books, equipment, furniture, windows etc. will render the parent/carer liable for the cost of repair or replacement.

9. REMISSIONS

The cost of board and lodgings for residential trips taking place wholly or mainly in school time will be remitted for those pupils whose parents or carers can prove they are in receipt of the following benefits (LA Circular A186/15 refers)

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Assylum Act 1999;
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed £16,190 (F/Y 13/14);
- The guarantees element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27th October 2008

In this case, the school will use Pupil Premium Grant, to cover the remission

10. POLICY REVIEW

This policy will be reviewed on an annual basis by the Business manager, and by the Governing Body, in line with the school's Policy Review Schedule.

This policy was reviewed in March 2017 and endorsed by the Governing Body at their meeting of 27 March 2017

Signed..... Date.....
(Clerk to the Governors)