



Charging & Remissions Policy

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| Drafted By: | James Dawson |
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Introduction

This policy has been formulated in accordance with the Authority's guidance on: *Charging for School Activities*. The purpose of this document is to help the Head Teacher and Governing Body set out their policy on charging and remission for school activities and school visits.

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. Academies (including free schools, studio schools and UTCs) are required through their funding agreement to comply with the law on charging for school activities. DFE advice is contained in the document **Charging for schools activities: Advice for governing bodies, school leaders, school staff, and local authorities (Dfe Nov 2013)**. This advice has been written to provide at-a-glance information and complements the information given in Section 6.6.5 of the *Governors' Handbook*.

Schools must ensure that they inform parents on low incomes and in receipt of benefits listed later in this policy of the support available to them when being asked for contributions towards the cost of school visits.

Aim

This policy aims to set out what charges may be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body are responsible for determining the content of the policy and the Head Teacher is responsible for the implementation.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The Governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges. If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- Activities outside school hours including clubs

- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits
- Individual/Group Instrumental Tuition outside of that provided through the ECAM Schemes. In such cases, the charge will not exceed the cost of provision.
- Looked After Children who wish to have instrumental tuition are entitled to free tuition.
- Breakages and/or vandalism.

School Meals

There is no charge for pupils who are entitled to free school meals. Pupils who are not entitled to free school meals should be charged a set amount on a daily basis (although it is preferred that this is paid weekly). However, Winsor Primary School is currently contributing towards the Mayor's Eat for Free Scheme and therefore all pupils receive free meals. The school's participation in this scheme will be reviewed annually.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Education to specify circumstances where charging can be made for music tuition. The new regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may 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). At Winsor this would be tuition in addition to the Every Child a Musician (ECAM) programme.

Swimming

The school organises swimming lessons for one year group (currently Year 5). The lessons take place in school time and are part of the National Curriculum. School pays for the cost of the lessons but parents must provide swimming costumes and hats.

Extended School Activities

Clubs are an extended school activity and are an optional extra. There may be a charge for these activities. Participation in these activities will be on the basis of parental choice, 'first come, first served' and a willingness to meet the charges.

Lettings

The school lets out its facilities and (where possible) related equipment for specific educational activities outside school hours, and has a Lettings Policy.

A charging scheme is operated that also outlines the facilities available for hire and the terms and conditions of hire. (See Lettings Policy & Scale of Charges).

The scales of charge are reviewed annually to ensure the income is maximised. (See Lettings Policy & Scale of Charges).

The insurance and security arrangements are also reviewed annually to ensure there is adequate protection for both the school and the hirer.

Residential Visits

The school organises an annual residential visit for one year group (currently Year 6). A charge will be made for the cost of board, lodging and travel costs on a voluntary basis. This cost will not exceed the actual cost of the provision. The tuition fees will be paid for by the school. Parents/Carers who are in receipt of income support or family credit will be offered a subsidised rate.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents unable or unwilling to contribute will not be discriminated against.

Parents may also be invited to make a voluntary contribution for the following:

- Educational visits which take place outside school hours
- Any activity which takes place during school hours

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) That the contribution is genuinely voluntary and a parent is under no obligation to pay; and

- b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils, the Head Teacher in consultation with the Chair of the Governing Body may decide to make a charge. Defaced, damaged or lost reading books will have a £3 minimum charge.

Home Office / Nationality Letters

The school will currently provide these free of charge to parents/carers once proof of the request has been provided. However, should the number of requests increase to a level which places strain, and impacts, on other administrative systems, the school reserves the right to implement a charge £10 for the completion of nationality and/or Home Office letters and/or additional confirmation of school attendance letters. Should this become necessary all parents/carers will be informed via the school's newsletter.

Special Needs and Disabilities

The Governing Body confirms that no pupil with special needs or disabilities will be treated differently to any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a disadvantage.

Remissions

Where parents are in receipt of state benefits which would entitle their child to receive free school meals, the cost of board and lodging for any activity will be substantially reduced.

In other circumstances, the Governing Body invite parents to apply in confidence to the Head Teacher where they may consider subsidising in part or in full some of the charges for certain activities.

Publication of Information

This policy can be found on the school's website and hard copies are available from main reception for parents to view.

Review and amendments

This policy will be reviewed annually by the Governing Body Finance Committee who may, from time to time recommend amendments to the categories for which a charge may be made, this will be brought to the full Governing Body for

ratification. However, the Governing Body reserve the right to review the Charging and Remissions Policy as necessary.