

Charging and Remissions Policy

Mission Statement

WeST holds a deep seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our quest to ensure that all of the children and adults we serve are given every opportunity to fulfil their potential and succeed in life.

**Sherford Vale
School**



Key information	
Governor responsible	Cath Farrin
Headteacher:	Carla Bennett
Senior Administrator:	Emma Barrett
Agreed by Governors	November 2019
Reviewed:	Next Review date: November 2020

Charging and Remissions Policy

Mission Statement

Sherford Vale School re-reviewed this policy:

Sherford Vale Schools' Local Governing Board agreed this policy in November 2020

This policy will be formally reviewed annually

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Rationale

The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the DFE guidance and complements the school's prospectus.

Definition

The school day is defined as:

- Nursery/Foundation: 8:45am – 11:45 and 13:05-15:10
- Key Stage 1: 8:45am-12:00 and 13:05-15:15
- Key Stage 2: 8:45am-12:15 and 13:05-15:15

The midday break does not form part of the school day.

Responsibilities

The Head teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

Policy Statement

During the school day all activities that are a necessary part of 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 teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will normally take a charge.

Voluntary contributions may be sought for activities during the school day which entail additional cost, for example Residential. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution (however, if insufficient funds are available it may be necessary to curtail or cancel activities).

From time to time we may invite a non-school based organisations such as theatre productions, Space Dome, authors etc to arrange an activity during the school day. Such organisations may wish to charge parents/carers, who may, if they wish, ask the headteacher to agree to their child being absent for that period (however, if insufficient funds are available it may be necessary to curtail or cancel activities).

Voluntary Contributions

The school or governing body can ask for voluntary contributions for the benefit of the school or any school activity.

Certain activities, school trips etc will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity/trip may be cancelled.

There is no obligation to parents to make any contribution. The child will not be excluded from any activity due to his or her parents/carer either unable or unwilling to pay.

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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/carers will be told how the charges were calculated.

Residential Activities

Charges will be made for board and lodging, except for pupils whose parents/carers are in receipt of eligible benefits:

- Income support
- Income based Jobseeker's Allowance
- 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 does not exceed £16,190 (Financial Year 2018)
- Guarantee element of State Pension Credit
- Income related Employment and Support Allowance
- Universal Credit providing annual net earned income in so more than £7,400

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/carers will be told how the charges were calculated.

The Sherford Vale School policy provides for remission for charges in part or whole in the following areas:

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging: where the residential trip concerned takes place during school hours or where it forms part of the syllabus for a prescribed public examination or part of the National Curriculum.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example sports clubs, theatre visits. Such activities are not part of the National curriculum or religious education nor are they part of an examination syllabus.

Where we wish to charge we will tell parents/carers in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

Optional Extras

Charges will be made for some activities 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:

- Part of the National Curriculum

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- Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- Part of a religious education.
- Examination entry fees if the registered pupil has not been prepared for the examination 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 a subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. A charge will not be added for the cost of alternative provision for those pupils who do not wish to participate.

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

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 or won't.

Parents/carers who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

Minibus

Currently the school does not own a minibus. Charging for transport depends on the event.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges will be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of the National Curriculum.

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

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Special Circumstances

The governors will in certain situations take a sympathetic view towards families suffering hardship who are not covered by the 'remission' policy as stated above.

Each situation will be judged on merit and will be treated in the strictest confidence. All applications for support/special consideration should be made direct to the Senior Administrator or Headteacher in the first instance.

Further Guidance and Reference to Legislation

Governors Guide to the Law, Chapter 23- Charging for school activities.

This plan was written in October 2019 and will be reviewed in October 2020

Signed

Headteacher_____ (Miss Carla Bennett)

Date:_____

Signed

Chair_____ (Mrs Cath Farrin)

Date:_____

This policy will be reviewed Annually