



Orchard Primary School Statutory Policy

Chair of Committee _____

Review Date _____

Signed by _____

Date _____



ORCHARD PRIMARY SCHOOL

Charging and Remissions Policy

Status

Statutory

INTRODUCTION:

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body's Finance, General Purposes and Pay Committee (FGP&P Committee).

Philosophy

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular), irrespective of their parents'/carers' financial means. This policy describes how we will do our best to ensure that a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Aims and Objectives

The aims of this Policy are to:

- Set out what the school will not charge for and what it will make a charge for, or request voluntary contributions towards, from parents/carers.
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part a syllabus for a prescribed public examination, which the pupil is being prepared for by the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the first occasion on which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (formerly Wider Opportunities).
- Instrumental and vocal tuition for children in care.
- Transport provided in connection with educational visits and activities.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

Chargeable Activities

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 - (a) Part of the National Curriculum.
 - (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
 - (c) Part of religious education.
(Note: This could include before and after school clubs run by the school).
- Board and lodgings on residential visits (subject to remission arrangements). Parents/carers can be asked to make a voluntary contribution to cover other costs of the residential visit.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This Charging and Remissions Policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below. Parents/carers in receipt of:

- Universal Credit
- Income Support
- Income-based Jobseekers 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 (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules

Arrangements for monitoring and evaluation

The Governors' FGP&P Committee will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

This is a Draft Policy

Due to be reviewed Spring Term 2016

To be reviewed annually Spring Term