



## St. Anne's Church of England VA Primary School

### CHARGING & REMISSIONS POLICY

This policy should be taken and used as part of St Anne's Church of England School overall strategy and implemented within the context of our vision, instrument of government aims and values as a Church of England School.

#### **Introduction**

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The Staff and Governing Body believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular). This Charging and Remissions policy describes how we will do our best to ensure 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.

#### **Voluntary contributions**

Nothing in legislation prevents a school from asking for voluntary contributions. We may seek voluntary contributions in order to offer a wide variety of experiences to pupils which will enhance the creative curriculum.

The law says:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset;
- If insufficient contributions are raised, the trip or activity may have to be cancelled
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit, assuming sufficient funds are raised for it to go ahead;
- It should be made clear to parents that there is no obligation to make these voluntary contributions.

#### **No charges can be made 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- entry or re-sits for a prescribed public examination, if the pupil has been prepared for it at the school. (However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.)

#### **Charges may be made for**

- any materials, books, instruments, or equipment, where the child/parent wishes him to own the finished product. Parents will be charged a nominal amount as decided by the Head teacher;

- music and vocal tuition. Peripatetic teachers are provided by the North Somerset Music Service and are booked in advance. The cost of the lessons will be passed on to the parents of children who wish their children to have instrumental lessons;
- replacing items lost by the child;
- 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 eg clubs;
  - ❖ part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
  - ❖ part of religious education;
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) 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;
- board and lodging for a pupil on a residential visit;
- Any materials, book, instruments, or equipment provided in connection with the optional extra.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, book, 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;
- 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 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.

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. Therefore parental agreement is necessary for the provision of an optional extra where charges will be made.

### **Specific activities**

- **Swimming**

Voluntary contributions are requested to help with the cost of transport

- **Educational visits**

The school may seek voluntary contributions from parents. Parents will be informed of the level of contribution necessary for the activity to take place and whether the activity could take place if parents were reluctant to support it.

- **Residential Visits**

Expressions of interest in residential camps will be sought prior to booking the camp. Charges will be made for board and lodging but the charge will not exceed the actual cost.

### **Remissions/help with charges**

Children who are in receipt of Pupil Premium will be exempt from paying the full cost of board and lodging on residential trips, however a voluntary contribution will be requested. The intention being that a mutually agreeable amount could be reached to enable the activity to still go ahead.

Parents/Carers who feel they have other special circumstances requiring assistance with payment will be offered an appointment to discuss these with the Headteacher. The final decision with regard to assistance payments lies with the Headteacher.

### **Transport**

No charge can be made for

- transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport
- transporting registered pupils to other premises where the Governing Body or Local Authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school
- transport provided in connection with an educational visit (not between are two campuses) *however this is always a substantial amount of money so voluntary contributions will be requested at St Anne's unless we can fund it through school fund or use our own minibus*

- **Additional considerations**

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- we shall publish notification of school trips and their approximate cost as far in advance as possible so that parents/carers can plan ahead;
- we have established a system for parents to pay in up to three instalments on Parentpay;
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip;
- we acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

This statement (or something very similar) will be included in every letter which requires a voluntary contribution.

*"The cost for this trip/activity has been calculated based on the total cost of transport and entrance fees divided by the number of children invited to attend. The school is*

*asking for a voluntary contribution from all families. If sufficient voluntary contributions are not received the school will consider whether or not the activity may have to be cancelled. Unfortunately the school cannot fund all the trips and additional activities we run to enhance the curriculum. If you feel you are unable to make any contribution due to financial difficulties please discuss this with the Headteacher. A copy of the schools Charging and Remissions Policy is available on request and is on the school's website."*

**Confirmation the Charging & Remissions Policy in respect of St. Anne's Church of England VA Primary School has been discussed by the Governing Body.**

Signed by:

Chair of Governors: ..... Date: .....

Head teacher: .....Date: .....

Agreed at the Governing Body Meeting on: