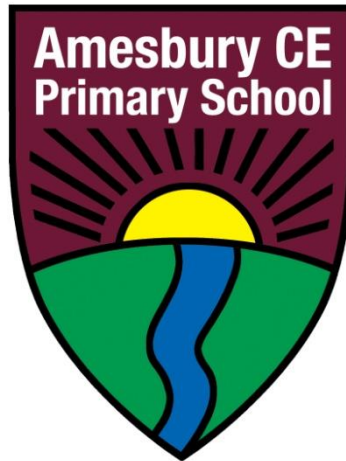


Amesbury CE VC Primary School

Charging and Remissions Policy



Adopted by Governors: 7th November 2016

Adopted by Staff: November 2016

Review due: November 2019

Signed chair of Governors:

Charging and remissions

Status

Statutory

Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. 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.

What was consulted?

The policy has been informed by A Guide to the Law for School Governors and the DCSF guidance Planning and Funding Extended Schools.

Relationship to other school policies

The policy complements the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

Roles and responsibilities of headteacher, other staff, governors

The headteacher, staff and governors will ensure that the following applies:

1. No charges will be made for

- 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 the school's basic curriculum for religious education
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip.

2. Activities for which charges may be made

- Activities outside school hours
Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities
Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, the school may assist parents in applying for alternative funding for these costs.

- Residential trips deemed to take place outside school time (other than for those activities listed in 1 above)

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged parents will be notified of the policy for allocating places.

- Music tuition for individuals or groups of up to four pupils.

Charging Summary

- Charges will (or may) be made as indicated below although this list is not exhaustive.
- Parental agreement will be obtained before any charge is made.
- Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as “optional extras”.
- Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will be made for theatre company performances/activity days within school	A proportional charge per child to cover the cost of the event	Requests for financial support will be dealt with on an individual basis
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	The school will support parents to apply for alternative funding, eg charitable organisations
Charges will be made for swimming lessons	To cover the cost of transport, pool, instructor and life guard hire	Requests for financial support will be dealt with on an individual basis

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 experiencing financial difficulties. All requests for financial support will be dealt with on an individual basis and will be at the discretion of the headteacher.

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:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- we have established a system for parents to pay in instalments
- 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
- where possible we will provide similar activities for those children remaining in school to those on a residential trip.

Arrangements for monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of this policy by receiving a regular 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.