

West Hill Primary School

Charging and Remissions Policy

'Ready to learn, inspired to succeed, prepared for life'

Introduction

West Hill Primary School recognises the value of providing a wide range of experiences to enrich and extend pupil's learning and to contribute to their personal and social development. The Headteacher and Governing Body aims to promote and provide such experiences for the pupils of the schools, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy sets out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

The policy complies with the requirements of the Education Act 1996. It has also been compiled in line with DfE requirements 'Charging for School Activities', October 2014.

Aims

- To make school activities accessible to all pupils regardless of family income.
- To encourage and promote external activities which give added value to the school curriculum.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school.
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Legislation – Education During School Hours

The DfE in its guidance to School Governors states that "education provided during school hours must be free". The definition of "education" includes materials, equipment and transport provided in school hours by school to carry pupils between school and an activity". Instrumental and vocal musical tuition is an exception to that rule. Charges may be made in this instance provided that the tuition is provided at the request of the pupil's parent. Charging may not be made if the teaching is either an essential part of the national curriculum or is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme. No charge may be made in respect of a pupil who is looked after by a local authority. It goes onto advise that "although schools cannot charge for school time activities, they can still invite parents and others to make voluntary contributions."

When additional costs are incurred by West Hill Primary to enhance curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of any activity because his or her parents cannot or will not make a contribution of any kind.

Education Outside School Hours

The DfE in its guidance to School governors states that “Parents can only be charged for activities that happen outside school hours when these activities are not a part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as “optional extras”. Schools can charge for optional extras which includes transport, board and lodging. The charge will not exceed the actual cost. ‘Optional extras’ also include extended day services such as breakfast club. Charges for individual pupils will not exceed the actual cost of the providing the optional extra activity, divided equally by the number of pupils participating. Charges will not include any subsidies for any other pupils wishing to participate whose parents are unwilling or unable to pay the full charge.

Remissions

To ensure that access to activities reflects intentions, West Hill Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents are in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, support under part IV of the Immigration and Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the guarantee element of State Pension Credit, an income related employment and support allowance that was introduced on 27th October 2008 ,the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or full. Authorisation of remission will be made by the Headteacher.

Data Protection of pupils and families

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

Contributions

Voluntary contributions may be requested to help with providing towards school trips, cost of additional resources e.g. cooking materials.

Signed by: _____ **chair of governors**

Date:

This policy will be reviewed in November 2019