

# A St. Michael's CE (VA) Junior School Policy



## CHARGING AND REMISSIONS POLICY

Reviewed by Resources Committee:	Spring 2019
Ratified by Full Governing Body:	Spring 2019
To be reviewed:	Spring 2022

## **Introduction**

This charging and remissions policy complies with statutory requirements and is reviewed on an annual basis.

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## **CHARGING POLICY**

### **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 during 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 of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition for pupils learning individually or in groups , unless the tuition is provided at the request of the pupil's parent / carer.

### **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, or the school cannot fund it from some other source, then the activity will be cancelled.

All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to make any contribution.

### **Chargeable Activities**

The Governing Body reserves the right to recover the full costs in the following circumstances for activities organised by the school, but charges will not exceed actual cost:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;

- optional extras (see below);
- music and vocal tuition, in limited circumstances (see Appendix B);
- community facilities. (see S27 Education Act 2002)

### **Optional Extras**

Charges may be made for some activities which are detailed below:

- education provided outside of school time that is not:
  - part of the national curriculum;
  - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - part of religious education.
- transport (other than transport that is 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 (subject to remission arrangements)
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body and is not provided voluntarily by staff members).

A schedule of current charges is included in Appendix A

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;
- the cost of buildings and accommodation;
- 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 an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, 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.

Parents are expected to provide school uniform, games, swimming and P.E. kit.

Parents may be asked to pay for damage to school property or equipment where this is the result of a pupil's behaviour.

### **Remissions Policy**

There will be no charge for board and lodgings for pupils whose parents are receiving specified benefits. This is subject to change but usually equates to pupils being eligible for free school meals (due to the receipt of specified benefits and not through the introduction of universal infant FSM). Current eligible benefits can be found on the DfE website.

Charges for other 'chargeable activities' may also be fully or partly remitted. Where appropriate Governors approve the use of the delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities' to be fully or partly remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

## Current Charges

### AFTER SCHOOL CARE CLUB

Full session (3.20pm to 6.00pm)	£10 per child
Partial session (3.20pm to 4.30pm)	£4 per child

## Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is an essential part of the national curriculum. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).