Sunnyfields Primary School

Strong Roots, Bright Futures

Charging and Remissions Policy

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Introduction

This Charging Policy informs staff and parents about charging for school activities. It conforms to guidance included in the Scheme for Financing Schools and the Guide to the Law for School Governors.

The school's charging policy is based on the following:

That no charge is made for provision of education during school hours except where teaching individual pupils or groups of up to four to play a musical instrument if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil.

No charge is made for activities that are an essential part of the syllabus for an approved examination.

The school operates the discretion to invite parents to make voluntary contributions for school time activities.

Charges are made for activities that happen outside of school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

Charging for school activities

Charges are made as follows at the discretion of the Governing Body as to which activities may be the subject of a charge and which may be funded from the delegated budget.

School Visits

Costs incurred for the board and lodging element of residential trips during school time are passed on to parents, subject to the remissions policy.

Costs incurred for residential or other visits held out of school times that are regarded as "optional extras" are passed on to parents in full. When such visits are provided as a required part of the syllabus for a prescribed public examination, or required in relation to the National Curriculum or religious education, then only the board and lodging element is passed on.

Parents are notified in advance of all activities and events, which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per pupil) involved. It also includes information on who might qualify for help with the cost.

Examination Fees

The cost of examination fees, where the examination preparation has not been carried out at school may be charged to parents.

Where in the opinion of the Headteacher and Governing Body, there are educational reasons for not entering a pupil for a particular examination, should the parent still wish to enter the pupil, then the fees will be recovered.

Examination fees will be recovered where the pupil fails to take the final examination, without good reason.

Music Tuition

Charges are made for teaching either an individual pupil, or pupils in a group of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Materials

Parents are charged for, or asked to supply ingredients or materials for craft or home economics lessons when they have indicated, in advance, if they wish to own the finished product.

Voluntary Contributions

Where voluntary contributions are sought the following points are taken into account:

Contributions from parents are only considered where the school's own resources are known to be inadequate to meet the desired range and level of service to be offered to pupils.

All requests to parents for contributions make it quite clear that the contributions are voluntary.

Where voluntary contributions are invited no pupil is left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Voluntary contributions aren't sought from parents in receipt of benefits in line with the remission policy.

The following is a list of activities organised by the school, for which voluntary contributions are requested from parents.

- Visits to museums.
- Sporting activities which require transport expenses.
- Outdoor adventure activities.
- Visits to the theatre.
- School trips.
- Musical events.

Remission of Charges

Charges are not made for the board and lodging element of residential activities where the parent/guardian of a pupil is in receipt of the following benefits;

- Free school meals
- Income Support
- Income-based Employment and Support Allowance
- Support under part VI of the Immigration & Asylum Act 1999
- Child Tax Credit, (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Guarantee element of State Pension Credit
- Working Tax Credit run-on - paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit - if they apply on or after 1 April 2018 their household income must be less than £7,400 a year (after tax and not including any benefit)

Advice is sought from Pupil Support & Transport Section annually for any changes in these requirements.

In these cases, the claim forms SJ1 and SJ2 for remission of Board and Lodgings Costs are completed and submitted to the Transport and Pupil Support Section.

Activities arranged by a third party

Activities arranged by an outside organisation may charge parents. Such an arrangement would not need to meet the Local Authority's policies on charging or remissions.

Where such visits would entail approval of leave of absence for pupils and teaching/non-teaching staff involved full details will be submitted, through the Governing Body, to the Local Authority for approval.