

Charging and Remissions Policy 2020

Article 18: Both parents share responsibility for bringing up their child and should always consider what is best for the child. Governments must support parents by creating support services for children and giving parents the help they need to raise their children.

Introduction

The Education Reform Act 1988 states that there are no statutory requirements to charge for any form of educational activity. The principle is that of free education.

Aims

To identify and clarify those areas where schools may either charge or seek financial contributions from parents.

The Governing Body of Pelham Primary School is sympathetic to the letter of the law as outlined below, but also wish to support the school in its policy of providing educational visits and having educational visitors into school. This is seen as vital in extending the educational provision in school.

Unfortunately, the finance received by school is not sufficient to provide for this element of education. The Governing body, therefore, have instituted a policy of requesting voluntary contributions from parents to enable such a valuable part of pupils' education to continue.

The following are the main areas of additional activities which Pelham Primary School attempts to provide, together with our legal and moral position regarding their funding.

Definition

The School day is defined as:

08:40 - 11:45 and 12:30 – 15:35 EYFS

08:55 - 15:30 Key Stage 1 and 2

School hours do not include the break in the middle of the school day.

Responsibilities The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

Policy statement During the School day all lessons/activities that are a necessary part of the National Curriculum, as well religious education, will be provided free of charge. This includes any materials, equipment needed to complete lessons. Currently the school does not ask for any contribution for swimming. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example trips and visiting companies. In these circumstances no pupil will be prevented from participating because her/his parents cannot or will not make a contribution. If there are insufficient funds it may be necessary to curtail or cancel activities.

Voluntary Contributions The school may ask parents or carers for voluntary contributions for the benefit of the school or towards activities. For example contributions towards school fund, fund raising and costs associated with school trips and workshops in the school. Due to budget restraints the school fund may move towards funding main curriculum activities and resources.

Optional activities outside of the school day Charging & Remissions policy 3 We will charge for some of the optional, extra activities (clubs) provided outside of the school day. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Calculating charges When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions, grant application and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Eligible benefits

In England, pupils in state-funded schools are entitled to receive Free School Meals if their parents are in receipt of any of the following benefits:

Income Support

- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the Guaranteed element of State Pension Credit
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,105, as assessed by HMRC 2019 to 2020.

Residential visits

Defined as 'One which requires the pupils taking part, to spend one or more nights away from their usual overnight accommodation'. Part VI, Chapter iii, 462 1996 Education Act.

- The school may charge parents for the cost incurred for board and lodgings for residential visits.
- The schools may charge for travel costs and other expenses incurred
- Participation in any optional activity will be on the basis of parental choice and a willingness to meet such expenses will be on a voluntary basis (see below)
- Where a charge is made, it will not exceed the actual cost of providing extra activity, divided equally by the number of pupils willing to participate. The cost for residential trips can include an appropriate element for:

o Travel costs

o Board and lodging

o Materials, books, instruments and other equipment

o Non-teaching staff costs

o Both teaching and non-teaching staff board and lodging costs

- o Entrance fees to museums, castles, theatres etc.

- o Insurance

- Subsidies may be applied for board and lodging where parents are in receipt of eligible benefits.

4 Non-residential trips

Defined as trips within school time and/or visitors into school

When organising school visits which enrich the curriculum and educational experience of the children, the school will write to parents asking them to contribute towards the cost. If a visit cannot take place without some help from parents or carers, this will be explained at the planning stage. No pupil will be left out because a voluntary contribution has not been received. However if there are insufficient contributions, the school may be left with no choice but to cancel the visit.

An activity is deemed to take place during school hours if 50% or more of the time occupied by that period, together with any connected travel time falls during school hours.

Residential activities

Defined as trips outside school time (optional extras) Where a school activity involves pupils staying in nights away from home, there will be a charge for travel, lodging and other expenses.

- A charge will be made for optional extras
- Participation in any optional activity will be on the basis of parental choice and a willingness to meet such expenses will be on a voluntary contribution basis (see below)
- Where a charge is made, it will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils willing to participate. Nor in cases where a small proportion of the activity takes place during school hours, it may include the cost of alternative provision for those pupils who do not wish to participate.
- The cost can include:

- o travel costs

- o materials, books, instruments and other equipment

- o non-teaching staff costs

- o insurance costs

Practical subjects

Practical subjects such as sewing and baking require substantial levels of consumable resources.

Parents may be charged for or required to supply ingredients and materials if they have indicated in advance a wish to own the finished product.

Tuition in the playing of a musical instrument

- A charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours, except where it is provided to fulfil the requirements for a syllabus for a prescribed public examination or the requirements of the National Curriculum, when it must be provided free.

- Schools will charge individual parents for any hire charges incurred.
- Where there is a charge to be made for musical tuition or the hire of instruments, parental consent will be obtained before a pupil is given that tuition.

Voluntary Contributions

- Voluntary contributions may be sought from parents for any school activity.
- Any request for a voluntary contribution will make clear:

o that it is a voluntary contribution o that pupils will be treated equally, regardless of any contribution received

o the contribution per pupil which is required in order that the activity takes place

o the implication of possibly cancelling the visit or activity if sufficient contributions are not received.

Where major expense is involved or when deposits have to be paid by the school to secure future activities or events, a deposit may be requested from parents. This should be in the region of 10% of the total cost. This will only be refunded to parents if the school or relevant outside agency decided to cancel the event.

Extended School Provision

Breakfast Club

The school offers an out of school breakfast provision. These sessions start 08.00am until 8.35am. Parents should let the school know they wish their child to attend breakfast club via e-mail seaham.trinity@durhamlearning.net, stating their child(ren), class and the days in which they wish to attend. Breakfast club costs £1 per day per child and should be paid for via Parent Pay

After school clubs – non-curriculum The school will charge for clubs run by the school. Rates are tiered dependent upon internally or externally coached. The charges will be determined by the governing body and reviewed annually. Parents will be informed of the charges termly.

Lettings The school has a separate lettings policy which outlines charges for the hire of areas of the school during term-time and school holidays. Please contact the School Office for further details.