

# Blackmoor Park Infant School and Kindergarten



## Charging and Remissions Policy 2017

*“Learning and Achieving Together”*

Written By	Susannah Dykes (SBM)
Ratified by Governors	January 2017
Reviewed	
Date for review	January 2018
Signed Chair of Governors	
Signed Headteacher	

## Introduction

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as:

8.50am to 3.15pm

This policy has been informed by *A Guide to the Law for School Governors*.

## Relationship with other school policies

The policy complements the school's Equal Opportunities Policy, Curriculum Policy and Teaching and Learning Policy.

## Roles and Responsibility of Headteacher, Governors and other staff

The Headteacher will ensure that the following applies:

During the school day all activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

## Voluntary Contributions

Parents may be asked for a Voluntary Contribution towards the cost of, for example:

- Any activity which takes place during school hours e.g. to subsidise cost of transport to the Museum.
- School equipment
- School fund generally

The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

From time to time we may invite a non-school based organisation to arrange an activity during the school day, for example theatre companies. A voluntary contribution may be requested.

## Optional Activities Outside of the school day

We will charge for options, extra activities provided outside of the school day, for example Coaching, Spanish, Dance from outside agencies. Such activities are not part of the National Curriculum nor are they part of the examination syllabus.

## Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger portion of time is spent outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

## Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to remission of these charges:

- Income Support
- Income-based Jobseeker's Allowance
- Support under part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £15,575.
- Guaranteed State Pension Credit

A similar entitlement applies where the trips take place outside of school hours but is necessary as part of the national curriculum.

## Public Examinations

No charges may be made for entering pupils for public examinations. However, an examination entry fee may be charged to parents if:

- The examination is on the set list, but the pupil was not prepared for it at the school.
- The examination is not on the set list, but the school arranges for the pupils to take it.
- A pupil fails without good reason to complete the requirements of any public examination where the Governing Body or LA originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

## 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. Support for cases of hardship will come through voluntary contributions and fundraising.

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

## Arrangements for monitoring and evaluation

The Finance and Resources Sub Committee of the Governing Body will monitor the impact of this policy by receiving on a regular basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.