



Micklefield C.E. (VC) Primary School

CHARGING AND REMISSIONS POLICY

It is a primary aim and vital to the Christian ethos of our school, that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on Christian principles and mutual trust and respect for all. The school's Charging and Remissions policy is therefore designed to reinforce the way in which all members of the school can live and work together in a caring and supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

Our school, Micklefield C.E. (VC) Primary School, is committed to safeguarding and promoting the welfare of all its pupils. We believe all staff and visitors have an important and unique role to play in child protection.

Aim:

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities:

The Governing Body of the school is responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Charges cannot be made for

The Governing Body of the School recognises that legislation prohibits charges for the following;

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Admission applications to any state funded school.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.

- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for;

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
 - o Travel
 - o Materials and equipment
 - o Supervisory staff costs
 - o Entrance fees
 - o Insurance costs
- Vocal and musical instrument tuition.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam
- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs
- Additional hours of childcare greater than the statutory nursery 15 hours
- Any extended school activity
- Damage/vandalism/loss to and of school property
- Entrance to PTA events outside of school hours e.g. discos
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy)

Remissions:

Children who are in receipt of Pupil Premium, or whose parents are in receipt of the following support payments will, on addition to having a free school lunch

entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are;

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16190*
- Guarantee element of State Pension Credit
- An income related employment and support allowance.

Remission for children in receipt of the above may also be made for other charges that the Headteacher feels appropriate to the individual and the situation.

Voluntary Contributions:

Parents will be invited to make a voluntary contribution for the following;

- a) School trips
- b) The cost of workshops in school
- c) Additional costs for workshops/activities organised by the school

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition this policy makes clear to parents;

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher

Voluntary contributions will be used to;

- a) Purchase additional materials
- b) Purchase 'experts' and expert knowledge which the school may not have
- c) Provide additional enriching experiences
- d) Provide ingredients for food technology sessions

Private Fees

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. Mid-year progress report for solicitors, private psychologist reports, reports for private school, solicitor reports etc.) will be charged at an agreed rate by the Headteacher in discussion with the Chair or Vice Chair of governors. This rate will include a cost for staff time to produce and collate the information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

School Meals

The Governing Body will determine and publish annually the price to be charged for school meals. Charges are not made for school meals for Reception and KS1 children.

- Ref: <https://www.gov.uk/apply-free-school-meals>

Revised and adopted by the Governing Body February 2017

Signed..... Chair of Governors

Date

Signed..... Headteacher

Date

Date for review February 2019