

Roberttown CE (vc) J&I School

Charging and Remissions Policy

We believe that all pupils at Roberttown School should have an equal opportunity to benefit from school activities and visits regardless of their parents' financial means. Our charging and remissions policy sets out our school approach, showing how we will endeavour to do our best to ensure a wide range of visits and activities are offered whilst, at the same time, trying to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. In order to support families at Roberttown we:

- publish our dates and events list early each term so that parents can plan ahead.
- ensure that information regarding residential visits is sent out well in advance of the visit taking place.
- enable residential trips to be paid in instalments.
- ensure that letters about visits give information that costs may be subsidised or waived for families in particular circumstances.
- encourage parents to discuss any difficulties regarding payment for activities with the Headteacher.
- ensure that we only have one more expensive trip each year, in the summer term, and make use of other ways to enhance our curriculum e.g. visitors into school.
- limit the cost of trips and subsidise them to make them affordable for all families.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

In drawing together this policy we consulted A Guide to the Law for School Governors and the DCSF guidance Planning and Funding Extended Schools.

The policy complements the following policies: equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

This policy is the responsibility of the Headteacher, staff and governors who will ensure that it is applied in practice.

1	Activities for pupils that take place during school hours ('School hours' are those when school is actually in session and do not include the break in the middle of the school day)	<p>No charge will be made for activities provided during school hours (with the exception of music tuition-see section 7).</p> <p>A charge will be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.</p> <p>e.g. a clay model- to cover the cost of the clay</p>
2	Activities for pupils that take place outside school hours (non-residential)	<p>No charge will be made for an activity that takes place outside school hours when it is:</p> <ul style="list-style-type: none"> a) An essential part of the curriculum b) Part of the school's basic curriculum for religious education <p><i>Optional extras: we may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge will be reviewed annually.</i></p> <p><i>Children in receipt of free school meals (this does not include the universal free school meal entitlement for children in Reception, Year 1 and Year 2) may attend two clubs each week free of charge.</i></p> <p>Where a charge is made, charges are set so that the total collected will not exceed the cost of providing the activity. No parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.</p> <p>Costs we can legally recover are as follows</p> <ul style="list-style-type: none"> a) Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra b) Non-teaching staff c) Any materials, books, instruments or equipment provided in connection with the optional extra d) Transport to an activity outside school hours <p>Any charges to be paid are payable by www.parentpay.co.uk or by using a Parentpay pay point card.</p>

3	Activities that take place partly during school hours either on or off site (non-residential)	<p>Where the majority of the time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and we will apply the same criteria to charging as set out in section 1.</p> <p>If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it is fully outside school hours, and will apply the same criteria to charging as set out in section 2.</p>
4	Admissions	No charge will be made for admission.
5	Breakfast Club/ Rascals/ After School Clubs	<p>We will charge families for any childcare offered to children before and after school, with the level of fees and any remissions to be set and reviewed regularly.</p> <p>Breakfast Club/Rascals/ After School Club charges are payable via www.parentpay.co.uk or by using a Parentpay pay point card.</p>
6	Damage to property and breakages	<p>If there is wilful damage or breakage of school property the Headteacher may seek to recover some or all of the costs incurred.</p> <p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.</p>
7	Music tuition within school hours	<p>No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc.).</p> <p>No charge will be made for the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities). This includes instrument hire, annual servicing, music books etc.</p> <p>No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc.).</p> <p><i>We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Headteacher and may vary depending on size of group, length of lesson and type of instrument.</i></p> <p><i>Where we make a charge for instrumental and vocal tuition within school hours we will remit charge for pupils on free school meals as</i></p>

		<i>defined in section 8 as well as in certain other circumstances (e.g. for siblings) in order to ensure specialist music tuition is accessible and affordable for all children.</i>
8	Remissions and Concessions	<p>We will comply with legal requirements for remissions as outlined throughout this document.</p> <p>www.education.gov.uk/schools/adminandfinance/financialmanagement/goodpractice</p> <p><i>We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Headteacher, through liaison with the chair of the Resources Committee. The circumstances in which concessions are applied will be reviewed regularly.</i></p>
9	Residential Visits	<p>Residentials are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.</p> <p>Board & Lodgings: we will charge pupils an amount up to the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging. (see section 10 for details of legal entitlements to remissions)</p> <p>Travel: If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although, a voluntary contribution may be sought. Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of nonpaying pupils).</p> <p>Activities on residential If the residential is classified as being within school hours no charge can legally be made for the educational activities provided. If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see section 4).</p>
10	School Meals	<p>No charge will be made for pupils entitled to free school meals.</p> <p>We will charge all pupils not entitled to free school meals an amount determined by the local authority, contractor or governing body of the school. As the school comes in line with the local authority and</p>

		becomes a cashless school, school meals are only payable via www.parentpay.co.uk or by using a Parentpay pay point card.
11	School: School Support/ SLE/NLE Support	The school on request are providing support to schools within Kirklees and other Local Authorities to improve teaching and learning. As a member of Pennine Teaching School we adhere to their charges which are available on the Pennine website: http://www.penninealliance.org/
12	Voluntary Contributions	We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute. If an activity cannot go ahead without the sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents. This information is always kept confidential.