Much Birch C of E Primary School

Charging & Remissions Policy



'We will flourish and reach our God given potential'

I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit. **John 15:5**

All members of our whole school community are able to realise their God-given potential, enabling them to become equal, caring and active citizens whilst upholding true Christian values. We treat others, as we would like to be treated, with dignity and respect. Everyone is encouraged to flourish with hope and high aspirations

Updated:	**2 yearly**
Review date:	**September 2027**
Head teacher:	**Mrs. B. Davies**
Chair of Governors:	**Reverend Mark Johnson**

CHARGING AND REMISSIONS POLICY

Rationale

The school is required to formulate a charging policy which enshrines fairness and equity and which upholds the principles of inclusion and curriculum access.

Aim

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

Scope

The school recognises that legislation prohibits charges for the following:

- education provided during school hours ('School hours' are those when the school is actually in session and do not include the break in the middle of the day) including the supply of any materials, books, instruments or other equipment
- education provided outside school hours if it is part of a curriculum for a prescribed public examination or national test that the pupil is being prepared for at the school, or part of religious education
- tuition for pupils learning to play musical instruments if the tuition is part of a curriculum for a prescribed public examination that the pupil is being prepared for 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 or part of a curriculum or scheme of work for a prescribed public examination or national test that the pupil is being prepared for at the school
- 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 local governing body has arranged for pupils to be educated
- transport that enables a pupil to meet an examination or national test requirement
- transport provided in connection with an educational visit organised by the schools

Charges

Charges can be levied as follows:

(a) board and lodging on residential visits (not to exceed the costs)

(b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:

(i) travel

(ii) materials and equipment

(iii) non-teaching staff costs

(iv) entrance fees
(v) insurance costs
(c) individual tuition in the playing of a musical instrument
(d) costs of non-prescribed examinations or tests where no preparation has been provided by the schools
(e) any other education, transport or examination fee unless charges are specifically prohibited
(f) breakages and replacements as a result of damages caused willfully or negligently by pupils
(g) extra-curricular activities and school clubs
(h) School meals for pupils **not** in receipt of Universal Infant Free School Meals or entitled to free school meals

Remissions

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 the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

a) Income Support;
b) Income Based Jobseeker's Allowance;
c) Support under part VI of the Immigration and Asylum Act 1999;
d) Child Tax Credit, where the parent is not entitled to Working Tax Credit

Voluntary Contributions

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

a) cost of any school activity, whether residential or not, which involves cost for transport or entrance fees for which might not otherwise be possible
b) the costs of trips and extra-curricular activities for the whole of a term for which might not otherwise be possible
c) When parent volunteers accompany pupils on an out of school activity, they may be invited to make a contribution towards the cost of transport and/or the activity

The terms of any request made to parents will specify:

a) that the contribution is voluntary, and
b) that registered pupils at the schools will not be treated differently according to whether or not their parents have made any contribution in response to the request
c) that the visit/activity might not go ahead if enough voluntary contributions are not received by school to cover the cost of the visit/activity

The responsibility for determining the level of voluntary contribution requested is delegated to the headteacher.
Voluntary contributions will be used to pay for specific school activities.

Music Tuition

Pupils study music as part of the school curriculum, and for which there is no charge. There is a charge for any individual or small-group music tuition, since this is an additional curriculum activity. These individual or small group lessons are taught by peripatetic music teachers. The peripatetic teachers will make a charge for these lessons.

Damage & Lost School Resources/Property

Where it can be proved that a pupil or a group of pupils have deliberately caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused. The charge will not be made for accidental breakage, unless the child was not heeding previously stated safety procedures. If the refund or contribution is withheld, the school may refuse to allow additional resources to be sent home.

Miscellaneous Charges (other than those for parents)

Charges for hiring
The Governing Body will follow directions from the LA regarding the use of school premises.

Charges for Photocopying
Staff and others may use the school photocopier at a cost of 5p per A4 copy for personal use.

Private Telephone Calls
Staff and others using the school telephone may do so at the normal BT costs.

Collecting and Banking Sums Collected
The school will maintain records of all charges collected.
All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account.

School Money
Payments are made through the school's online payment system.

Review

This policy will be reviewed every 2 years unless there is a change in legislation that requires a more frequent review.