



Warkworth Church of England Aided Primary School

*'Learning together through love,
forgiveness and friendship'*



This year we have chosen to focus on the Christian Values of Love, Forgiveness, Friendship,
Respect, Community and Perseverance.

Charging and Remissions

Policy to be approved: Autumn 2017

Review Date: Autumn 2018

Headteacher: Mrs Ritson

Chairman: Professor Hobrough

Reviewer: Governing Body

Charging and Remissions Policy

This policy has been written in conjunction with 'Sections 449-462 of the Education Act 1996 'which sets out the law on charging for school activities in schools maintained by local authorities in England also 'Charging for School Activities 2014 (DFES)'.

Aims of Policy

- To set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, 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, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum.
- Instrumental and vocal tuition for children in care.
- School meals- there is no charge for children who are entitled to free school meals or infant free school meals.
- There is no charge for activities that take place outside of school hours when they are: part of the set curriculum or part of the school's basic curriculum for religious education.

Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Board and lodgings on residential visits (subject to remission arrangements).
- There is a charge for individual and group music tuition if this is not part of the National Curriculum.
- Pupils who are not entitled to free school meals will be charged a £2.00 per meal decided by the school.

Optional extras education provided outside of school time that is not:

- part of the National Curriculum
- part of religious education Warkworth C of E First School
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.

The cost of optional extras

The head teacher will decide when it is necessary to charge for optional activities. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling

or unable to pay the full charge. When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

Remissions and Pupil Premium Children

Parents who 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:

- Income Support;
- Income Based Jobseeker's Allowance;
- Income related Employment and Support Allowance;
- Universal Credit -Support from NASS (National Asylum Support Service) 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 £16,190.
- Working Tax Credit
- Ever 6
- FSM -Ever 3
- Service Children
- LAC
- Looked After pupils and Post LAC (Previously Looked After).

Pupil Premium is a fund allocated by the Government to disadvantaged children. These are identified as those in receipt of free school meals, children whose parents are in the armed services and looked after pupils.

Parents who are eligible for the remission of charges will be dealt with confidentially. The head teacher and chair of governors will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and head teacher.

Residential activities

Our school will not charge for:

- education provided on any visit that takes place during school hours ;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit;

- travel costs where the residential activity is classed as being within school hours and
- residential activities that take place during school hours.

Extended Services

Warkworth C of E First School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day ;
- ways of intervening early when children are at risk of poor outcomes;
- ways of increasing pupil engagement and
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Damage to property and breakages

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the headmaster and dependent on the situation.

Voluntary contributions

The school may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.