

Christ Church C of E Primary School

Charging Policy

Policy on charging for the remissions for school activities, including voluntary contributions.

Governors at Christ Church Primary School believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. (The use of 'parent' in this document refers to the parent / carer of a child attending Christ Church Primary School). This charging and remissions policy describes how we will do our best to ensure a diverse range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. This policy was written with reference to the DfE Fair Access Division document, 'Charging for School Activities' (2009). The review date for this policy is recorded at the end of the document.

The Law says:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

No Charges will be made for:

- 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 the school's basic curriculum for religious education;
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum;
- 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 the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transport provided in connection with an educational trip

- There is currently no charge for Breakfast Club

Music

- The school currently uses the Newcastle Music Service to deliver specialist, creative musical curriculum throughout the school, there is no charge for this. We provide the opportunity for all children from Year 3 to 6 to learn to play the recorder. In upper KS2 selected pupils learn to play the clarinet and a donation towards costs may be requested for this.

Swimming

- As part of our PE curriculum we use the City Pool to provide swimming lessons to pupils in Year 3 – 6. The tuition costs for this are met by the school.

Charges

It is the policy of Christ Church C of E Primary School that **Charges** will (or may) be made as indicated below. Parental agreement will be obtained before a **Charge** is made. Where payment is not made, the child will not take part in the activity.

Activity or thing for which a charge will or may be made	Notes	Remitted or help available
Charges will be made for instruments, where a parent wishes their child to own them Charges will not be made for music tuition.	£2.50 per recorder No charge is made for instruments ‘borrowed’ from school (however charge for loss / damage may apply)	None available
Charges will be made for the board and lodging component of residential trips (Year 5/6 Residential)	The charge will not exceed the actual cost.	Remission for Category A, B and C
After-school Clubs	For example, ICT Clubs, Music activities, Sport activities (not as part of the National Curriculum. Each Club attended is currently £1 per term.	
Multi-skills Club	Monday – Thursday 3.00 – 5.00 pm – cost £5 per session	
Loss and Damage to School	Parents may be asked to pay	None available

Property	for the cost of replacement or repair of any property where the School considers the damage or loss to be the pupil's fault. This includes lost or damaged library books.	
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Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can be legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Families qualifying for the remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A

Parents in receipt of;

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £16,190 (figure correct for 2011/2012)
- Guaranteed State Pension.

Category B

The household income is more that £16,190 (ie Category A does not apply), but less that £22,000

Category C

Children in Care ('Looked After')

Additional Consideration

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. To this end we will try to adhere to the following guidelines:

- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.

Parents should speak to the Headteacher confidentially to discuss remissions and reductions as above, and the Headteacher will apply this policy consistently and fairly. The Headteacher may ask to see evidence to meet the criteria, but will not keep a copy.

The Headteacher will use the school budget funding to make these remissions and reductions, and the Resources Committee will ensure that adequate resources are allocated for this purpose.

Voluntary Contributions

In order to provide additional opportunities for learning, parents are invited to make voluntary contributions to the school.

These payments are entirely voluntary and pupils of parents who do not make such contributions will be treated no differently from those who have.

Contributions are invited to support:

- A proportion of the cost of visiting authors and other groups that the school organises, including workshop-type activities;
- Day trips off the school premises that may or may not include using either public transport or hired coach, e.g. museums, art gallery, theatre.

Where insufficient contributions are raised, some planned trips or activities may have to be cancelled.

Parents should speak to the Headteacher confidentially to discuss remissions and reductions as above and the Headteacher will apply this policy consistently and fairly. The Headteacher may ask to see evidence to meet the criteria, but will not keep a copy. The Headteacher will use the school budget funding to make these remissions and reductions, and the Resources Committee will ensure that adequate resources are allocated for this purpose.

The Headteacher will report to the governing body once a year to inform them of:

- The total income contributed for both **charges** and **voluntary contributions**, broken down by Year Group only;
- The trips and activities organised for that Year Group and costs involved for each activity;
- A list of any activities cancelled (or not organised due to lack of contributions) for each Year Group;
- The total amount of any remissions or reductions given during the year for **charges**, broken down by activity only and without any identification of individuals.