



CHARGING AND REMISSIONS POLICY

REVIEWED JULY 2015

GEORGIAN GARDENS C.P. SCHOOL

Charges and Remissions Policy

Purpose

The purpose of this policy is to provide clear information about charging and voluntary contributions for Georgian Gardens school activities.

Voluntary Contributions

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or visits to museums etc. during school hours.

The Head Teacher and Governing Body at Georgian Gardens recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

The school follows the West Sussex policy for charging for school activities that mirrors the information given in the Department of Education's advice document published in November 2013 (<https://www.education.gov.uk/aboutdfe/advice/f00213976/school-charging>).

Statement:

The policy complies with the requirements of the Education Act 1996

Where 'parent' is referred to this will include adults with a responsibility for the pupil.

At Georgian Gardens, we aim:-

- . To make school activities accessible to all pupils regardless of family income
- . To encourage and promote external activities which give added value to the curriculum
- . To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- . To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Legislation – Educational During School Hours

The DfE in its guidance to School Governors states that "education provided during school hours must be free. The definition of "education" includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity." It goes on to advise that "although schools cannot charge for school time activities, they can still invite parents and others to make voluntary contributions (in cash or in kind)"

When additional costs are incurred by Georgian Gardens CP School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Education Outside School Hours

The DfE in its guidance to School Governors states that “Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as “optional extras”.

Remissions

To ensure that access to activities reflects intentions, Georgian Gardens CP School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

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.

- Universal credit in prescribed circumstances
- Income support
- Income based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided that the parent is not entitled to Working Tax Credit, and their annual income, assessed by HMRC does not exceed £16,190 for the year 2013/14)
- Guaranteed element of State Pension Credit
- An income related employment and support allowance that was introduced on 27th October 2008

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

Data Protection of pupils and families.

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the

non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

CONTRIBUTIONS

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity and the parents will not be discriminated against.

However, if sufficient contributions are not received to make this possible, and there is no way to make up the shortfall then the activity will be cancelled.

Charges:

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day (i.e. residential)
- After school and pre-school clubs
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Any activity after school provided by an outside provider (eg Karate)
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc
- Damage to school books
- Ingredients or Materials for Practical Subjects (eg cooking, DT)
- Breakages and Damage to School Buildings, Furniture or Property

Residential Activity

The DfE in its guidance to School Governors states that "For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel. "However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging, except for pupils who are receiving Income Support or Family Credit. The Head Teacher will tell all parents of the right to claim free activities if they are in receipt of these benefits." A voluntary contribution will be requested by the school for such activities.

(Georgian Gardens CP School will follow the relevant legislation as contained in the Education Reform Act 1988: Section 106 – 111,117, and 118. The guidance is contained in the DCSF circular 2/89: Charges for School Activities).

Photocopying

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 10p per sheet and 20p for any colour printing.

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 (eg. Mid year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.