

LADYSMITH FEDERATION

CHARGING AND REMISSIONS POLICY

Note: in this policy where reference is made to “Federation school” it means the relevant school within the Federation and reference to “relevant Headteacher” means the Headteacher within the relevant Federation school.

Introduction

The purpose of this policy is to ensure that there is clarity over those items which the Federation will provide free of charge and for those items where there may be a charge.

This policy has been informed by the Local Authority policy and the DfE guidance.

In the Ladysmith Federation we want to provide a range of experiences which add excitement and enjoyment to children’s learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. But there are some strict rules we abide by. This policy sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes and, in some cases, make a charge.

Definition

The school day is defined as being 8.55/9am to 3.30pm (or such starting and finishing times as may be adopted by a Federation school from time to time). The midday break does not form part of the school day.

Responsibilities

The relevant Headteacher will ensure that staff are familiar with and correctly apply the policy.

The governing body will review the policy every year.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to 4 pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

The Federation school may charge for any materials, books, instruments or equipment that are not part of the National Curriculum plus religious education. So, at the discretion of the relevant Headteacher, the relevant Federation school may make a charge for materials used in technology and cookery ingredients if the pupil is expecting to bring the finished product home.

Voluntary contributions may be sought for activities during the school day which entail additional costs (for example field trips, workshops). In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However if insufficient funds are available from parental contributions, other donations or the school budget, it may be necessary to curtail or cancel activities. If an activity is cancelled then refunds will be made using the cash collection sheet information. It should be emphasised that there will be no obligation to contribute and no pupil will be omitted from the activity because of the lack of a parental contribution.

The relevant Federation school will:

- tell parents at the outset if the activity cannot be funded without voluntary contributions
- give as much notice as possible of any activities which will require voluntary contribution

However, from time to time we may invite a non-school based organisation such as visiting drama group to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the relevant Headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day eg some theatre trips, football matches, after-school clubs and music concerts. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. It may be possible to negotiate reduced rates for parents who are in receipt of eligible benefits (see below).

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged, parents will be told how the charges were calculated.

Residentials

The governors believe that every child has an entitlement to a residential visit during their time at Ladysmith Junior School. At the moment this is built into the school curriculum in Year 6. Charges will be made for board and lodging except for pupils whose parents are in receipt of eligible benefits (see below). Voluntary contributions may be sought for activities and travel costs. However, if insufficient funds are available from parental contributions, other donations or the school budget, it may be necessary to curtail or cancel activities.

The relevant Headteacher will help parents to plan for such costs by:

- issuing a calendar of visits/activities to ensure that parents have as much notice as possible
- having clear procedures to enable the parents to pay by instalments

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Calculating charges

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils whom they consider will benefit from such tuition.

Eligible benefits

Income Support

Income-based Jobseeker's Allowance

Employment and Support Allowance (income related)

Guaranteed Element of State Pension Credit

Support under Part VI of the Immigration and Asylum Act 1999; or

Child Tax Credit (provided that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190).

Signed:

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Chair of Resources Committee

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Date