



INDIAN QUEENS COMMUNITY PRIMARY SCHOOL

CHARGING & REMISSIONS POLICY

This policy is drawn up in accordance with the requirements of section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002. It is based on the four principles underlying the provisions on charging:

1. That education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost, subject to the school being able to afford the costs (if not available via donations).
3. That there is no statutory requirement to charge for any form of education, but that schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. That schools have the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

1. The Charging Policy and Action required by Governors

The governors recognises that there are a number of activities which will only take place if parental contributions are available but that no child should be excluded from any activity organised by the school because of the liability or unwillingness of their parents to pay such a contribution.

2. Optional visits wholly or mainly outside school hours

It is the intention of the school to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost will include travel, insurance, admission charges and meals. The governors recognise that staff working on residential visits give their time, outside their contracted hours, freely and without financial reward.

3. Visits wholly or mainly during school hours

The school invites voluntary contributions toward the cost of visits which take place wholly or mainly during school hours and which may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost may include travel, insurance, admission charges and any other costs incurred solely through the organisation of the trip. Please see Appendix 1 which details further the contribution that may be made from the school's delegated budget and the fund raising group to subsidise a visit thereby rendering the requested donation per pupil to a maximum and more affordable amount.

4. Board and lodging charges on residential visits

It is the school's policy that a charge should be made for board and lodging arising from residential activities. It is a statutory requirement that charges must be remitted in respect of pupils whose parents are in receipt of income support, jobseeker's allowance (income based), child tax credit an annual income of less than £16,190 (April 2011 figure)), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance, *where the activity is deemed to take place in school hours, or, if it is out of school hours, is organised to fulfil statutory duties relating to the national curriculum or to religious education.* Please note that this refers to 'charges' and not voluntary donations. A charge will continue to be made for board and lodging in respect of pupils attending the Outdoor Education Centre at Nine Ashes, as this is not organised as part of the National Curriculum.

5. Individual tuition in the playing of a musical instrument

Where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge may be made to pupils concerned, according to the recommended charges by Cornwall Music or any other musician or musical company. Children in receipt of free school meals are currently fully subsidised for the first musical instrument that they wish to learn with Cornwall Music, subject to a commitment to practise their instrument and make good progress.

6. Charges for ingredients, materials and equipment

Schools provide any ingredients, materials, equipment needed for the delivery of the curriculum. Parents may, however, be invited to contribute in cash, or in kind, on a voluntary basis, to enable a specific activity to take place. The school may charge for, or invite parents to supply, ingredients, materials and equipment if parents have indicated in advance a wish to own the finished product (e.g. a Christmas donation to cover items made and then brought home).

7. Charges for breakages and fines

The school may ask parents to pay for damage to equipment or property caused by their child. The decision to request that the costs of damage should be met by the parents will be dependant on the circumstances of the incident and the pupil / pupils involved.

8. Recovery of unpaid charges

Sums payable by parents for optional extras to which they had agreed, or for board and lodging, are recoverable as civil debts. To minimise the need to do so, requests are made to parents for payment in advance of all voluntary contributions or permissible charges for board and lodging and trips undertaken outside school hours.

Summary of the main points of Cornwall Children's Service Authority's Policy and therefore Indian Queens School on Charging

There are four principles underlying the provisions on charging:

1. That education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that the school have the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. The school has the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Summary of main points

- Optional trips wholly or mainly outside school hours will be charged at full cost.
- Trips wholly or mainly during school hours may be funded by voluntary contributions. NO child may be excluded from such a trip because the parents are unable or unwilling to pay a voluntary contribution.
- Board and lodging costs on residential trips will be charged.
- Individual tuition in the playing of a musical instrument by a teacher employed by the school will not be charged for. However where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge would be made to pupils concerned.
- The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish in advance to have the finished product.
- Schools may make charges for breakages and damage to property.
- Governors may make provision through voluntary contributions for costs incurred by the children or parents who are unable or unwilling to make a voluntary contribution.

Definitions

The most important definition concerns whether an activity takes place within, or out of, school hours.

If the number of school sessions missed by the pupils is less than 50% of the number of half days taken up by the activity, the activity is deemed to take place outside school hours. If the number of school sessions is 50% or more of the number of half days, the activity is deemed to take place during school hours.

Numbers of half days, or of school sessions, are to be rounded up as follows:

Where 6 or more hours in a half day is spent on a residential visit the whole of that half day counts as having been spent on the visit; where half or more of a school session is devoted to a residential visit the entire session counts as having been spent on the visit



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Funding School Visits

Research shows that children learn best through real world, hands-on experiences. Ofsted (*Learning Outside the Classroom, 2008*) concluded that learning outside the classroom 'contributes significantly to raising standards and improving pupils' personal, social and emotional development ... schools should ensure that their curriculum planning includes sufficient well structured opportunities for all learners to engage in learning outside the classroom as a key, integrated element of their experience'.

We believe that every child should be given opportunities to experience the wonders of the natural world, art, heritage, culture and adventure. Regular learning outside the classroom is therefore an integral part of our curriculum.

For each subject in the national curriculum we have a corresponding programme of activities which include:

- English – theatre visits, visiting authors, poets and theatre groups
- Science – use of the school grounds, visits to farms, gardens and woods, annual science week activities, workshops with visiting professionals
- Mathematics – use of mathematical trails in the local environment
- History – study of the local area, visits to historical sites, houses or castles, trips to local museums
- Geography – use of the locality for fieldwork and village trails
- Art and design – art gallery visits, visiting artists, use of the locality
- PE – sporting fixtures, visits by specialist coaches and dance teachers, orienteering and adventurous activities
- Music – visiting professionals and music specialists, live performances and concerts
- Design and technology – visits to local shops/factories, lessons in secondary schools' specialist departments
- ICT – integrated into the other curriculum areas identified here
- RE – visits to local places of worship, visits by local clergy
- Personal, Social, Health and Citizenship – visiting professionals such as nurses, police, environmental officers etc and visits to a wide range of events and places which support the children's understanding of how to be a good citizen, stay safe and be good to themselves

The majority of these activities are financed via the school's curriculum budget but we may also ask parents to make a contribution, for example by covering transport costs and entrance fees for off-site visits. Whenever possible, we make good use of free or low cost activities such as the National Trust but costs, especially of transport, continue to rise. In the present economic climate, we are reluctant to ask parents to contribute too much or too often. We have therefore agreed that, the current contribution requested for any activity (*other than residential camps*) will be £3.00 per pupil attending. All costs incurred above this will be shared equally between the school's curriculum budget and the fund-raising group. We know families will understand that our ability to subsidise events is, however, very limited and activities may still have to be cancelled if sufficient voluntary contributions from parents are not received.