

CHARGING AND REMISSIONS POLICY

1.0 Aims of Policy

- 1.1 The aim of this Policy is to follow the basic principle – that education should be free of charge if it takes place during school hours.
- 1.2 Any charges that are made (excluding voluntary contributions) will not exceed the actual cost of the provision.

2.0 Voluntary Contributions

- 2.1 Although we do not charge for most of our school-time activities, we invite parents to make a contribution to make school funds go further. If a particular activity cannot take place without some help from parents, this is explained to parents during the planning stage.
- 2.2 The essential point is that no pupil will be left out of an activity because his/her parents are unable to make a contribution.
- 2.3 It may be necessary to state that the activity will not take place if parents are reluctant to support it.
- 2.4 Contributions must, however, be genuinely voluntary. The terms for any request for contributions must clearly state that:
 - There is no obligation to contribute
 - Registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- 2.5 There is no limit on the level of voluntary contribution, which parents or others can make to school activities, nor is any restriction placed upon the use, which can be made of such contributions.
- 2.6 A request for a contribution towards the cost of a particular activity could, for example, include the cost of subsidizing pupils from low income families, or the cost of travel for accompanying adults. Alternatively, parents could be asked to contribute towards part of the cost at the time of the visit or activity, and the rest could be met from other resources.

3.0 Musical Instrument Tuition

- 3.1 There is an exception to the rule about not charging for activities in school hours.
- 3.2 Charges may be made for teaching either an individual pupil, or pupils in a group to play musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

4.0 Residential Activities

- 4.1 Special rules apply for residential activities. The following need to be considered:
 - A trip counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of days taken up by the activity
 - Each school day is normally divided into two sessions and each 24-hour period is divided into two half-days beginning at noon and midnight. Therefore, for example:
 - A term-time trip from noon on Wednesday to 9 pm on Sunday, would last for nine half-days, including five school sessions, and would count as taking place in school time

- A trip from noon on Thursday to 9 pm on Sunday would count as seven half-days, including three school sessions, and would therefore be classified for charging as taking place outside school time
- For a residential activity taking place largely during school time or essential to the education provided at the school, no charge may be made either for the education or the cost of travel.
- However, charges can be made for board and lodging in these circumstances, except for pupils whose parents are receiving:
 - Income Support;
 - Income based Jobseeker's Allowance;
 - Income related employment and support allowance
 - Support under Part VI of the immigration and Asylum Act 1999;
 - Child Tax Credit (Providing that they are not entitled to Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190);
 - Guarantee element of State Pension Credit
- The Head teacher will advise parents of the right to claim free activities if they are receiving these benefits.

5.0 Parents who have contributed voluntarily may have a refund if their child is unable to take part in the trip through illness.

Document reviewed **January 2014**

This policy will be reviewed **July 2015**



Appendix 4: Policy review template

WILLIAM WESTLEY CE PRIMARY SCHOOL

Policy Review Pro-Forma

Name of policy:	Charging Policy
Previous version date:	Feb 2012
School lead undertaking review:	Ellie Senior
Lead Governor consulted (for Governor-approved policies):	Emma Dunn Emma Williams
Summary of review process and key changes:	No changes
Equality Impact Assessment:	See overleaf
Submitted for approval to:	

Outcome:	
Date for next review:	
<i>To be completed by School Office:</i>	
Date revised policy added to Staffshare:	
Date revised policy added to school website:	

Equality Impact Assessment: initial screening

Please tick one box for each protected characteristic

Protected Characteristics	Positive impact	Negative impact	No impact	Justification (i.e. reason for your answer)
Gender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Race/Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

What is the level of significance of any negative impact identified?

Low Medium High

If a negative impact is judged to be of High significance, a Full Equality Impact Assessment must be completed. Please discuss this with the lead governor for policies.

If the negative impact is of Medium or Low significance, actions should be outlined below for how the negative impact can be removed.

Issue(s)	Planned action(s)	Planned completion date	Lead person