



Essendon C of E (VC) Primary School

Encouraging everyone's light to shine (Matthew 5:16)

Charging and Remissions Policy

Policy number: FP06

Frequency of Review: 3 years

Date of Ratification: September 2020

Ratified by: Finance and Premises Committee

Date of Next Review: September 2023

To be read and reviewed in conjunction with:

Lettings (Leasing) (FP07)

Value for Money Policy (FP11)

Register of Business Interests (FP13)

Schedule of Financial Delegation (FP15)

HCC Schools Commissioning & Procurement Handbook

(<http://www.thegrid.org.uk/info/office/commissioning/index.shtml>)

1. Introduction

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

As a general principle, 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 of school hours if it is part of the National Curriculum, or part the school's 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 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.

As schools are not allowed to charge for any activity that takes place during school hours despite increasingly tight funding, some visits and activities can only take place if parents are willing to make a voluntary contribution to cover the costs of, for example, transport and entrance fees. The governing body, therefore, asks that all parents should make a voluntary contribution wherever possible so that certain trips and activities may take place. No child will be excluded from a trip because they have not paid, however, if a significant portion of parents decided not to make a contribution, the school may be unable to meet the costs and activities may have to be cancelled.

2. Inclusive Aims

We believe that all our pupils should have equal opportunities to benefit from school activities and visits (whether curricular or extra-curricular) irrespective of their family's financial means. This charging and remissions policy describes how we will do our best to ensure a good range of activities and visits are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils from taking full advantage of the opportunities.

3. Activities for which charges may be made

- activities outside school hours
- non-residential activities (other than those listed in Section 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in the calculation if the travel itself occurs during school hours)

- music tuition for individuals or groups of up to four pupils
- swimming

Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities, which can be charged for, are regarded as ‘optional extras’. Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments or equipment <i>where a parent wishes their child to own them</i>	For example, a clay model – a charge to cover the cost of the clay	Remission for category A, help available for category B (see below)
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	Remission for category A, help available for category B
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A, help available for category B
Charges will/may be made for clubs		Help available for both categories.

4. Families qualifying for remission or help with charges

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

Category A

Families in respect of whom the Pupil Premium Grant is payable: families who are either eligible for free school meals (other than universal free school meals) or who have been eligible within the last six years.

Category B

Families who have, through discussion with the Headteacher, explained genuine financial difficulties, which in the opinion of the Headteacher (and through consultations with the governing body if deemed appropriate) justifies a subsidy towards these costs.

All applications to the Headteacher will be considered in confidence.

5. Additional considerations

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

- where possible the school will publish details of visits (and their approximate cost) well in advance so that parents can plan ahead
- 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 in instalments beyond the date of the trip
- we acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

6. Other charges

A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide. Each incident will be dealt with on its own merit.

A charge may be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide. Each incident will be dealt with on its own merit.

A charge may be levied for the cost of providing miscellaneous services e.g. photocopying.

7. Arrangements for Monitoring and Evaluation

The Premises and Finance Committee of the governing body will monitor the impact of this policy by receiving a redacted report on the charges levied and the remissions made by the school in relation to trips and activities. The Premises and Finance Committee will seek to evaluate the impact of the school's extended services on those children most in need of additional support.