



# Ashton Keynes C of E Primary School

## Charging and Remissions Policy

Adopted: FGB 23<sup>rd</sup> June 2016

Review date: June 2018

At Ashton Keynes CE Primary School we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents/carers' financial means. This Charging and Remissions Policy sets out the charging for school activities and school visits and complements the information given in the Guide to the Law for School Governors and in Sections 449-462 of the Education Act 1996. This states that no compulsory charges can be made to parents/carers for any activity, which takes place during school hours. However, schools can invite voluntary contributions from parents/carers. The school can charge for activities outside school hours. The policy has been written with help from the teaching staff and governors of our school.

### School Charging Education

Ashton Keynes CE Primary School Governing Body **cannot** charge for:

- an admission application to our school;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer; and
- entry for a prescribed public examination, if the pupil has been prepared for it at the school. This includes re-sits if the child is being prepared for the re-sit in school.

Ashton Keynes CE Primary School **can** charge for:

- any materials, books, instruments or equipment where the child's parent/carer wishes him/her to own them;
- optional extras (see below); and
- music and vocal tuition in limited circumstances

### Optional Extras:

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made.

### Optional extras are:

- education provided outside school time that is not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education;

- examination entry fee if the registered pupil has not been prepared for the examination at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit; and
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extras;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra; this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.
- We sometimes ask children to bring materials from home for an art or DT project.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

## **Voluntary contributions**

Our school is entitled under legislation to ask for voluntary contributions for the benefit of the school or any school activities. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled and we will make sure that this is made clear to parents/carers. If a parent/carer is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. We will not send colour coded letters to parents/carers as a reminder to make payments and direct debit or standing order mandates will not be sent to parents/carers when requesting contributions.

The school, school governing body, or Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupil's education.

Nothing in this policy precludes the school from inviting parents/carers to make voluntary contributions toward the cost of additional activities (e.g school trips, visits from story tellers, theatres etc). All requests for voluntary contributions will make it clear that contributions are voluntary and that the children of parents who do not contribute will not be treated any differently to any other child. Parents may be advised that the continuance of an activity may depend on voluntary contributions. If the activity is cancelled all monies paid will be returned to parents.

## **Damage to property and breakages**

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

## **School meals**

School meals are currently provided by Chartwells Catering. There is no charge for children who are entitled to free school meals. Pupils who are not entitled will have to pay, directly to Chartwells Catering the current rate charged. Order forms for school meals can be obtained from the school office or the school website and orders are done on line.

## **Extended services**

Ashton Keynes CE School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services).

Where after school clubs (e.g. orchestra, art club) are run by a member of staff there will not normally be a charge.

Where an outside provider runs a club, including Mighty Oaks, these clubs are not provided by the school and there may be a charge for these clubs.

## Transport

Ashton Keynes CE Primary School **will not** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

## Residential visits:

Ashton Keynes CE Primary School **will not** charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Ashton Keynes CE Primary School **can** charge for board and lodging and the charge will not exceed the actual cost. Travel charges may apply for residential activities which will take place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs. The school may charge for residential activities that fall **outside** of school hours. Payment plans are set up for all parents to enable them to spread the cost of the trip out over a longer period of time.

When we inform parents/carers about a forthcoming visit, we make it clear that parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

Parents/carers may apply to the school for assistance in the case of genuine hardship and such assistance will be given at the discretion of the Headteacher.

## Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national

curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

## **Residential visits**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

### **Example 1**

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

### **Example 2**

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

## Remissions

Ashton Keynes CE Primary School will give consideration to the remission of charges to parents/carers or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents/carers who are eligible for the remission of charges will be dealt with confidentially. The Headteacher (and if appropriate the chair of governors) will authorise the remission of charges. Ashton Keynes CE Primary School may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher.

**This policy will be reviewed every 2 years**