Policy Title: Charging & Remissions Policy

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Approved By:

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Chair of Governors	Headteacher

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Policy Owner: CofG

Related Policies:

- Finance Policy

Distribution: This policy is available to all members of the Carlton Colville Primary School community via the school website and upon request from the school office.

Introduction

The Governing Body of Carlton Colville Primary School recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Our Charging and Remissions Policy provides details regarding voluntary contributions, charging and remissions.

The Headteacher is responsible for the day to day implementation of the Charging and Remissions Policy.

1. Voluntary Contributions

• Education for statutory school aged children is provided at Carlton Colville Primary School during school hours must be free. This includes materials and equipment, and transport provided in school hours by the school to carry pupils between school and an activity. Although we cannot charge for school-time activities, we may invite parents to make voluntary contributions so that we can offer a wide range of activities to pupils.

• All requests to parents for voluntary contributions will make it quite clear that the contributions are voluntary. Children of parents who do not contribute to school-time activities will not be treated any differently. No student will be left out of a school-time activity because his or her parents cannot, or will not, make a contribution of any kind.

• When planning an activity, the school will look for voluntary contributions, either for that activity, or by general fund-raising. If a particular activity cannot take place, without some help from parents, this will be explained to parents at the planning stage.

• Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

2. School Hours

• School hours are those when the school is actually in session and do not include the hours before school, during the break at the middle of the school day or the hours after school.

• Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours. No charge can be made, but voluntary contributions may be requested.

• Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Act 1996 describes activities that can be charged for as "optional extras". It is up to the Governing Body providing the activities to decide whether to make a charge. Parents can only be charged for activities that happen outside school hours when these activities
• are not a necessary part of the national curriculum
• do not form part of the school's basic curriculum for religious education
• are not an essential part of the syllabus for an approved examination

3. Residential Activities

• If a residential activity takes place largely during school hours, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel. However, voluntary contributions may be sought.

• Charges can be made for residential activities for the board and lodging elements of the activity, except for students in receipt of (or registered for) free school meals when the trip is part of the National Curriculum or required activities.

4. Nursery Provision

• Children receive sessions funded by the government, if parents choose to do additional sessions, they will be charged at the school current rate. Lunchtime sessions and meals will also be charged at the current school rates or can be claimed as part of the funded hours – see Nursery Admissions guidance for details.

5. Musical Instrument Tuition

a. Charges may be made for teaching either an individual student or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is:
b. not a necessary part of the national curriculum,
c. not an essential part of the syllabus for an approved examination,
d. the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. (Currently available for all Year 4 pupils).

6.1 Eligible benefits for Pupil Premium / Free School Meals

A child may be eligible for Pupil Premium funding or Free School Meals where their parent(s) are receiving any of the following:

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Universal Credit.

- Child Tax Credit, provided the family do not receive Working Tax Credit and the household annual income does not exceed the published threshold for legacy Child Tax Credit cases.
- Guaranteed Pension Credit.
- Support under Part 6 of the Immigration and Asylum Act 1999.
- Working Tax Credit during the four-week run-on period immediately after employment finishes or after working hours are reduced.

6.2 Residential visits

Parents of pupils eligible for Free School Meals will not be charged for board and lodging on residential activities where remission applies.

In circumstances where there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or in full.