



Summerseat Methodist Primary School

Charging and Remissions Policy

This policy was adopted by the Full Governing Body on 22nd May 2012.

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the DfE guidance “*Charging for School Activities*” published in 2009.

Definition

The school day is defined as: 9.00 a.m. - 12 noon and 12.55 p.m. to 3.20 p.m. The midday break does not form part of the school day.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy as required.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or Religious Education, we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, *for example school trips, a drama group performing in the school, a D&T project where the parents have indicated (in advance) that they wish their child to bring home the product.*

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.

Optional activities outside of the school day

We will charge for some optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or Religious Education nor are they part of an examination syllabus. Where activities are run by external providers, e.g. Bury FC in the Community, a charge will be made. Wherever possible however, we will keep school clubs run by school staff free to our pupils.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits.

Voluntary contributions will be sought to cover the costs of transport and activities.

Parents cannot be asked to make a contribution towards the cost of supply teachers who may be employed to cover those teachers who are accompanying pupils on a residential visit.

School Meals

School meals from EDS are available to all families and need to be booked and paid for either through the school office or online a week in advance of consuming. Parents will regularly be reminded via the school newsletters that they can claim free school meals if they come within the Local Authority criteria, advice is also given on how to apply.

Loss and Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment are liable for the cost of repair or replacement at the discretion of the Headteacher and Governors.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

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

Remissions

Where a parent is unable to pay an identified charge, they should approach the Headteacher concerning the potential for a remission of cost as identified in this document. Cases shall be considered on a case-by-case basis and dependant on any funds available.

The school, from time to time, may organise fundraising activities for its hardship funds. Such activities shall not raise funds specific to a particular group on a trip. Such funds can, at the discretion of the Headteacher and Resources Committee be used to:

- Subsidise the cost to all parents of a specific trip/experience/activity
- Provide a source of funds for remissions for individual parents applying to the Headteacher in respect of a trip/experience/activity
- Pay for or subsidise one aspect of a trip/experience/activity (e.g. travel costs, additional adult support etc)

Eligible benefits

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,040
- Guaranteed State Pension Credit