

CHARGING AND REMISSIONS POLICY

Introduction

The Governing Body of St Mark's Primary School believes that all pupils in the school should have equal opportunity to benefit from school activities, equipment and visits independent of their parents' or carers' financial means.

This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities provided.

The 1996 Education Act requires all schools to have a policy on Charging and Remissions for school activities, which will be kept under regular review. This policy was written with reference to the DfE Fair Access Division document *Charging for School Activities (2009)*.

The policy identifies activities for which:

- **charges will not be made (but voluntary contributions may be requested)**
- **charges will be made**
- **charges may be remitted**

Voluntary Contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wider variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law says:

- if an activity cannot be funded without voluntary contributions the parents will be notified of this from the outset
- no child will be excluded from an activity because parents or carers are unable to pay
- if insufficient contributions are raised the trip or activity may have to be cancelled
- if a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit

No charges will be made (although voluntary contributions will be requested) for:

- 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 the school's basic curriculum for Religious Education
- 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 basic curriculum for 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
- tuition for instrumental music lessons if part of the National Curriculum (e.g. Wider Opportunities music tuition in Year 3)

Activities for which charges may be made

a) Activities outside school hours

- non-residential activities (other than those listed 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 this calculation if the travel itself occurs during school hours)

b) Residential activities

- board and lodging costs of residential trips deemed to take place during school time. However pupils whose parents can prove they are in receipt of the following benefits will not be charged for board and lodging costs
 - *Income Support*
 - *Income Based Jobseekers Allowance*
 - *Support under part VI of the Immigration and Asylum Act 1999*
 - *Child Tax Credit, provided the Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the sum given in the Revenue and Customs Rules*
 - *Additional categories of parents may claim help with some costs in some circumstances*
- residential trips deemed to take place outside school time (other than for those activities listed in above)

c) Music tuition

- Music tuition for individuals or groups of up to 4 pupils

d) Loss and Damage to School Property

- Parents / carers of a pupil who damages or loses any item of school property or equipment are liable for the costs of repair or replacement

Residential Visits

When any trip is arranged parents will be notified of the policy for allocating places and which elements of the trip are being charged and for which elements a voluntary contribution is being requested

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip 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.

Charges

It is the policy of St Mark's CE Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made. Where payment is not made, the child will not take part in the activity. Activities for which a **charge** can be made (with the exception of board and lodging for residential trips) are regarded as *optional extras*. Charges will not exceed the actual cost (per pupil) of provision.

Activity or service for which a charge will or may be made	Notes	Remission or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them.	e.g. a clay model – a charge to cover the cost of the clay, or a revision book supplied at cost.	No remission available
Charges will 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 <i>optional extra</i> for an individual pupil or groups of up to four pupils.	Pupil premium allocation may be used
Charges will/may be made for the hire of musical instruments.	Parents to make arrangements with Cumbria LSS (Learning Support Services) Music	
Charges will be made for the board and lodging component of residential trips.	The charge will not exceed the actual cost.	The Governing Body is willing to support families for whom the cost would represent a financial burden Pupil premium allocation may be used
Extra-curricular activities	e.g art clubs, music activities, sport activities (<i>not</i> as part of the National Curriculum)	Pupil premium allocation may be used
Loss or damage to school equipment or property.	Part of whole school behaviour policy	No remission available