

Lowick and Holy Island C of E First Schools

Charging and Remissions Policy

Reviewed by	**Governing Body – Resources Committee**
Signed by	**Shared and agreed electronically** **Robert O'Rourke (Chair)**
Date of review:	**Autumn term 2020**
Date of next review	**Autumn term 2021**

LOWICK AND HOLY ISLAND C OF E FIRST SCHOOLS

Charging and Remissions Policy

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount (reviewed annually) decided by the Governing Body of the school.

3. Activities that take place during school hours (this does not include the break in the middle of the school day)

We do not charge for any activity undertaken as part of the National Curriculum, with the exception of individual or small-group tuition. We may, however, ask for voluntary contributions.

Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school usually pays (funded through the PTA), it may invite parents to contribute to the cost. All contributions are voluntary.

The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

• Visits to museums/galleries.

• Visits to carry out field studies

• Outdoor adventure activities

• Visits to or by a theatre company

• Musical events.

The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities, and the level of charge will be set annually by the headteacher on the recommendation of the resources committee. Any charge will not exceed the actual cost of providing the optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

4. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum
- part of the school's basic curriculum for religious education.

5. Activities that take place partly during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 3.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in section 4.

6. Residential activities

Our school will not charge for:

- education provided on any visit that takes place during school hours – linked to the National Curriculum
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Our school will charge for:

Board and lodging: when any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 10 for more guidance on remissions).

Travel Voluntary contributions will apply towards the cost of transport. The amount 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.

Activities: the school may ask for contributions for residential activities that fall outside of the National Curriculum (see section 4).

7. Music tuition within school hours

Lowick and Holy Island Schools follow government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of the National Curriculum.

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum.

Lowick and Holy Island Schools are dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals by request.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

8. Extended services

Lowick and Holy Island Schools are dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities at the end of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

Charges for after school clubs are for:

- Snacks
- Resources
- Cost of specialist coach

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others. We seek to provide after school clubs free of charge where possible.

9. 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.

10. Remissions and concessions

The school will give consideration to the remission of charges to parents 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
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The 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.

11. Voluntary contributions

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

13. Inability or unwillingness to pay

Lowick and Holy Island Schools are committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.