

Kelvin Grove Primary School



Charging and Remissions Policy

2018-2019

Agreed at	<i>Resources Committee</i>
Date	<i>13th November 2018</i>
Signed	
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CHARGING AND REMISSIONS POLICY

Introduction

Kelvin Grove School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions 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

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. The review date for this policy is recorded at the end of the document.

This policy has been formulated in accordance with current legislation:

- The Education Act 1996: Sections 402, 449–462
- The Education (Prescribed Public Examinations) (England) Regulations 2010: SI 2010/2327
- The Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003: SI 2003/381, as amended by SI 2005/1014 and SI 2011/730
- The Education (Pupil Registration) (England) Regulations 2006 SI 2006/1751 as amended by SI 2010/1725 and SI 2011/1625
- The Charges for Music Tuition (England) Regulations 2007 SI 2007/2239

Aim

The policy identifies the circumstances under which voluntary contributions will be requested from parents and activities for which:

- charges will not be made.
- charges will be made
- charges for which remissions may be granted

Responsibilities

The Governing Body of Kelvin Grove School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered by the Headteacher and reported confidentially to the Governing Body.

Publication of Information

This policy is displayed on the school website by clicking on 'document zone' and can be requested from the school office.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- 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 education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip;
- transporting children using the school mini bus.

Charges

The Governing Body has agreed to make a charge on the following:

- a. board and lodging on residential visits (not to exceed the costs)
- b. the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance costs
- c. individual tuition in the playing of a musical instrument

- d. any other education, transport or examination fee unless charges are specifically prohibited
- e. breakages and replacements as a result of damages caused wilfully or negligently by pupils
- f. Breakfast and After School Club
- g. clubs that require an external or 'paid' provider

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

There is no charge for curriculum clubs and staff are offered a TOIL (time off in lieu) day instead of payment. If a parent is in receipt of pupil premium one free club place will be offered per child. Teachers are asked to recommend children whose families are in receipt of Pupil Premium for a free club place. Music tuition places are offered based on the musical ability of the child. Parents and carers are asked to discuss financial hardship with the Headteacher or Business Manager. Where a family is in receipt of Pupil Premium a free music tuition place will be offered.

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. 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

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- o Income Support
- o income-based Jobseeker's Allowance
- o income-related Employment and Support Allowance
- o support under Part VI of the Immigration and Asylum Act 1999
- o the guaranteed element of Pension Credit
- o Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- o Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- o Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship and some families who are entitled to pupil premium. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made at the discretion of the Headteacher in consultation with the Chair of Governors.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) Musical Tuition
- b) Instrument Rental
- c) Outings and Visits
- d) Fruit Tuck

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Additional considerations:

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection where possible.