

Church Hill C of E Junior School

Let Your Light Shine



Together Everyone Achieves More

Charging and Remissions Policy

Signed by: 

Date: 21/11/23

Approved by Governor

Date: 21/11/23

Signed on behalf of the Governing body: 

(Chair of Governors)

Next Review Date: November 2024

Charging Policy

Introduction

It is the intention of Church Hill C of E Junior School to provide all pupils the best possible educational opportunities available within the funds allocated by the DFE. The law states very clearly that education during normal school hours should be free of any compulsory charge to parents and Church Hill C of E Junior School wholly endorses that principle and is committed to uphold the legal requirements.

Voluntary Contributions

It is recognised, however, that many educationally valuable activities have been, and will continue to be, dependent on financial contributions in whole or in part from parents and carers. Without financial support, the school would find it impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances. However, if we do not receive sufficient funding through voluntary contributions to make the trip/activity viable, we reserve the right to cancel the trip/activity.

Our school endeavours to create a culture whereby parents contribute voluntarily to activities, so that it does not appear unfair that some do not contribute whilst the majority do. The school and Governors appreciate those who contribute feel it is unfair for the small minority who do not to benefit from their support. Thereby, creating this 'everyone contributes' approach remedies ill feeling.

Whilst schools cannot, as a matter of course, charge for activities during school time they may still **invite** parents and carers (and others) to make voluntary contributions in cash or in kind to make school funds go further. All requests to parents for voluntary contributions **must** make it clear that the contributions are **voluntary**.

The Governing Body of Church Hill C of E Junior School wish to make it clear those children of parents who do not contribute voluntarily will not be treated differently from children of parents who do make voluntary contributions and that **the child will not be excluded from the activity if a contribution is not made**. If a particular activity cannot take place without some help from parents that should be explained at the planning stage. Where voluntary contributions are insufficient to make the activity possible and the school is unable to make up a shortfall then the activity must be cancelled. The intent of the legislation is that no pupil may be left out of an activity because his or her parents or carers cannot or will not contribute of any kind. It is possible, within the legislation, to fund pupils whose parents or carers will not make a voluntary contribution from funds raised through general fundraising.

The law recognises that charges may be made to parents in certain defined circumstances – provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils.

The Governing Body of Church Hill C of E Junior School has decided that until further notice its policy will be as follows:

Peripatetic Music Lessons

The provision of tuition in the playing of a musical instrument is an **exception** to the above rule and subject to the charges for Music Tuition (England) Regulations 2007.

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Parents are charged the cost of instrumental tuition provided by the Local Authority or other provider, for either an individual pupil or small groups. In addition, a charge will be made for hire of instruments.

Day Visits / Outside Providers

For visits occurring during school time or outside providers that visit the school e.g. Theatre groups, the school will invite a voluntary contribution from parents to meet the costs. For visits or activities that take place outside the school time (optional extras), parents will be charged for all allowable costs.

In exceptional circumstances when the child is unfit to participate the school will endeavour to refund the money in line with the policy of the venue visited on the receipt of a written request.

Education Partly During School Hours

Some activities may take place 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 and no charge may be made. Time spent on travel only counts as being during school hours if the travel takes place during school hours. For example, a long journey might involve much travel before and after normal school hours but if the time spent at the destination fell mainly within school hours the journey (and the activity) would count as happening in school time and therefore have to be free of charge and voluntary contributions requested. By contrast, a visit which involved leaving school an hour or so earlier than usual in the afternoon but then went on until quite late in the evening would be classified as taking place outside school time. Charges would then be allowed.

Schools may charge for the following:

- Any materials, books, instruments or equipment, the child's parent wishes to own them
- Education that is provided outside of school time that is **not** part of the National Curriculum or Religious Education
- Transport that is not required to take the pupil to school, or to other premises where the Local Authority have arranged for the pupil to be provided with education
- Board and lodging on a residential trip

- Any materials, books, instruments or equipment provided in connection with the activity outside of school time (not National Curriculum or RE related)
- Non-teaching staff costs involved in such an activity
- Entrance fees
- Insurance costs
- Teaching staff engaged under contracts of services purely to provide the activity, this includes supply teachers engaged specifically to provide such an activity

The cost or proportion of the cost, for teaching staff employed to provide tuition in playing a musical instrument. Any charge made in respect of individual pupils may not exceed the actual cost of providing any out of hours activity, divided equally by the number of pupils participating. It may not therefore include an element of subsidy for any other pupils wishing to participate whose parents are unwilling or unable to pay the charge. Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternate provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Residential Visits during Term Time

If the school organises a residential visit in school time, which is to provide education directly related to the National Curriculum, the school will not make a charge for the education. However, the school will make a charge to cover the following:

- The pupil's board and lodging, but the charge must not exceed the actual cost

When the school informs parents about the forthcoming trip, they should make it clear that parents who can prove they are in receipt of the following benefits below may be able to receive financial help towards the trip, this will be at the discretion of the school, again where voluntary contributions are insufficient to make the activity possible and the school is unable to make up a shortfall then the residential must be cancelled.

- Income support
- Income based Jobseekers Allowance
- **Support under part 6 of the Immigration and Asylum Act 1990**
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £16,190.

If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school trips will be and also any refund conditions.

Classroom Materials

No charge will be made for materials or equipment. However, for certain practical activities (Technology, Cookery, etc.) parents may be invited to contribute towards the cost of materials or ingredients. Where parents would like to possess the finished product, the School reserves the right to charge the cost or require the supply of the necessary materials.

The Governors of the School are required to keep their policy under review. The review will take place annually in the Autumn term.

Early Bird Club, After School Sports & Music Clubs

The school will charge parents for their child to attend the above clubs.

Where necessary, to cover costs, there may be a charge to parents for pupils attending out of school hours activities. All activities are non-profit making and if there are insufficient numbers to cover the group's costs the activity may not take place.

The charge will be kept to a minimum amount and schools will aim to ensure as far as possible that any lack of ability to pay for an activity does not exclude any individual child from being able to attend. Parents must approach their child's school for any request for assistance with finance.

