



Waterhouses CE
Primary Academy

Charging and Remission Policy

Committee	Finance & Personnel
Date Approved by Governing Body	14-2-18
Last Review Date by Committee	18 th January 2018
Next Review Date by Committee	January 2019

Introduction

1. All education provided during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.
2. The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education and aims to promote and provide for these.

Activities within school hours

1. When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. However, parents are made aware that if we do not receive enough voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children any differently from any others.
2. Subsidies from various sources such as the PTFA, voluntary organisations will be considered to cover deficits.
3. Whenever possible the school will give sufficient notice to allow parents/carers to pay in instalments.
4. Parents/carers have the right to know how each trip is funded. The school provides this information on request.

Residential Visits

The school provides pupils with the opportunity to attend a Local Authority run Outdoor Activities Education Centre during Y4, Y5 and Y6. The residential visit is mainly in school time and provides education directly related to the National Curriculum. There is no charge for travel expenses or the education but, except for pupils whose parents are in receipt of eligible benefits (see guidance below) a charge is made for board and lodgings.

Music Tuition

All children study music as part of the normal school curriculum. Children are not charged for this.

There is a charge for individual or small group music tuition as this is an additional activity and not part of the National Curriculum. These lessons are taught by a peripatetic music teacher and the full cost of tuition is made payable to the music teacher. Currently, violins may be hired from the school at a small cost. There is no hire cost for parents of children eligible for Pupil Premium.

Activities outside School Hours

The full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours:

- Any residential visit taking place at weekends or during school holidays
- Clubs held at lunch time or after school whether the provider is or is not a member of staff.
- Performances and activities for pupils for which a charge is made (e.g. Christmas performances, PTFA events)

Materials, instruments etc.

The cost of purchase of materials, equipment or clothing (or the provision of them by parents/carers) for the following activities:

- Any cooking activity where the child will bring home the finished product
- The replacement purchase of unreturned school sports kit or damaged school equipment and books caused wilfully or negligently by pupils.

Extended School Care

The cost of extended care i.e. breakfast club, 'wrap around' nursery provision, after school club or holiday club will be charged to parents. The charge will at least cover the cost of staffing, administration, provision of snacks/food and services (heat and light), provision of extra resources.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging chargeable activities, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full.

Authorisation of remission will be made by the headteacher, who may consult with the chair of 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 or 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.

Eligible benefits

Parents who are in receipt of the following benefits will, **in addition to having a free school lunch entitlement**, also be entitled to the remission of charges for board and lodging for residential school trips:

- Income support
- Income-based Jobseekers Allowance
- Employment and Support Allowance - Income related
- Pension credit guaranteed
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual gross income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190.