



# **Sedbergh Primary School**

## **Charging and Remissions Policy**

Approved by: *Peter Irvine*

Date: *15/10/2018*

Review Date: *October 2019*

### **1. STATUS**

Statutory

### **2. PURPOSE**

The purpose of this Policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: am 8.50-12.00pm and 1.00 - 3.30pm.

### **3. CONSULTATION and GUIDANCE**

The policy has been informed by the Cumbria Children's Services Directorate advice issued in July 2007.

### **4. RELATIONSHIP TO OTHER SCHOOL POLICIES**

The policy complements the school's equal opportunities policy, curriculum policy, teaching and learning policy and off-site visits policy.

### **5. ROLES AND RESPONSIBILITIES OF HEAD TEACHER, OTHER STAFF, GOVERNORS ETC.**

The Head teacher will ensure that the following applies:

#### ***During the school day***

All activities that relate to the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It also excludes charges made for instrumental and/or vocal tuition, unless that tuition forms part of the National Curriculum, or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).

- Voluntary contributions may be sought for activities during the school day which entail additional costs, [for example a visit to a museum, theatre, historical site etc]

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation such as a travelling theatre company, creative arts group etc. to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the head teacher to agree to their child being taught elsewhere in the school for that period.

Snack items are sold in school at the tuck shop, at recommended market prices.

### ***Optional activities outside of the school day***

We will charge for optional, extra activities provided outside of the school day, for example a visit to the climbing wall or ski slope. Such activities are not part of the National Curriculum or religious education, nor are they part of a prescribed examination syllabus.

### ***Education partly during the school day***

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. (See note re voluntary contributions above) Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### ***Residentials***

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) Guarantee element of State Pension Credit, and those the school receive Pupil Premium Grant funding for.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases, parents will be told how the charges were calculated.

In order to make up any shortfall in overall charges by the residential provider e.g. tuition, parents will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential if the parents do not wish to or cannot contribute voluntarily, however it is possible that unless sufficient voluntary contributions are received to cover the cost, the experience will not go ahead.

### ***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. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) Guarantee element of State Pension Credit, and parents of pupils that the school receives Pupil Premium funding for.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **6. ARRANGEMENTS FOR MONITORING AND EVALUATION**

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.