

Dr South's CE(A) Primary School

Bletchington Road, Islip, Kidlington, Oxon OX5 2TQ

Faith, Hope and Love

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Charging Policy (statutory)

The Governors at Dr South's Primary School adopt the attached Charging Policy.

Adopted by the Full Governing Body in July 2011

Reviewed by the Full Governing Body in July 2013

Reviewed by the Finance, Premises and Personnel Committee in July 2014

Reviewed by the Finance, Premises and Personnel Committee in June 2016

Signed **Chair of FPP Committee**

Signed **Headteacher**

Review Date: July 2018

Review frequency: FGB to decide.

**Review approval: FGB to decide (can be headteacher, individual governor, committee or FGB).
Currently reviewed by the Teaching and Learning Committee**

Policy on charging for and remissions for school activities

Dr South's Primary 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 on the front page.

1. The policy identifies activities for which:

- **voluntary contributions may be requested**
- **charges will be made**
- **charges will not be made**
- **charges may be waived**

2. Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law states:

If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit.

3. No charges will be made for

- a) An admission application to any maintained school
- b) Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- c) 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 the school's basic curriculum for religious education;
- d) Tuition for pupils learning to play musical instruments (or singing) 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;
- e) Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- f) Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- g) Education provided on any trip that takes place during school hours (see 4a);
- h) Education provided on any trip that takes place outside school hours (see 4a)
 - a. if it is part of the National Curriculum, or
 - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - c. part of the school's basic curriculum for religious education;
- i) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- j) Transport provided in connection with a day trip.

4. Charges may be made for

a) Activities outside school hours

Residential and non-residential activities (other than those listed in Section 3 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours). (See Section 9)

b) Residential visits during school hours

The board and lodging costs (but only those costs) of residential trips deemed to take place during school time, However pupils whose parents are in receipt of certain benefits (see remissions policy below) will be exempt from paying the cost of board and lodging.

c) Music tuition

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

When any trip is arranged parents will be notified of the policy for allocating places. This should recognize that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.

5. Optional Extras

Charges may be made for optional activities that are known as 'Optional Extras'. Any charges made will not exceed the actual cost (per pupil) of provision

It is the policy of Dr South's Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Charges may be made for any materials, books, instruments, or equipment, **where a parent wishes their child to own them** eg A clay model – a charge to cover the cost of the clay.

Charges may be made for music tuition - the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or appropriate groups of pupils.

Charges will be made for the board and lodging component of residential trips - the charge will not exceed the actual cost. Remission for category A (see below).

6. Remissions

In order to remove financial barriers from pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which such charges will be waived.

7. Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated above. Criteria for qualification for remission are given below.

Category A

Parents in receipt of

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2008-9)
- Guaranteed State Pension

- Working Tax Credit run-on
- Universal Credit

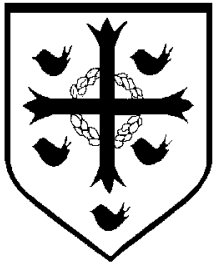
8. Is a school visit in or out of school time?

When any visit is arranged, parents will be notified of the policy for allocating places. If the number of school sessions on a school visit is equal to or greater than 50% of the number of half days spent on the visit it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

9. 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 (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in installments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by installments 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.



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Charging Policy – summary for parents

At Dr South's we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. But there are some strict rules we have to abide by. Our charging policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes. The full, detailed, policy, which gives this information in detail, is available for inspection in the school office and is on the school website.

Voluntary contributions

We will not charge for activities which are part of the normal school day or part of the National Curriculum but we can ask for **voluntary** contributions. Examples of circumstances in which we might ask for voluntary contributions include:

- Transport to swimming sessions;
- Transport on trips;
- Admission charges.

Why do we need to ask for voluntary contributions?

We want to offer a wide range of activities to broaden your child's experience but we can't afford to do everything we would wish without help from parents.

What happens if I am unwilling to pay?

Your contribution is voluntary. Your child will not be excluded from the activity **but if we do not receive enough voluntary contributions we may have to cancel the activity.**

What happens if I am unable to pay?

Parents in certain financial circumstances will not be expected to make voluntary contributions.

Will my voluntary contribution pay for people who have not paid?

No. The amount we ask in voluntary contribution will not exceed the actual cost of the activity per pupil.

We promise that:

We will tell you at the outset if the activity cannot be funded without voluntary contributions.
We shall give as much notice as possible of any activities which will require voluntary contributions.

We can charge for optional extras

We can charge for any materials, books, instruments or equipment if you wish your child to own them.
This means that we can make a charge for:

- Materials used in technology if your child is expecting to bring the finished product home;
- Cookery ingredients if your child will bring the result home (or eat them!);
- Trips which are not part of the school curriculum and outside the school day e.g. some theatre trips, football matches, music concerts;
- After school clubs.

We can charge for music tuition if it is not required as part of the National Curriculum and is provided for an individual pupil or for appropriate sized groups of pupils.

We promise that:

The charge will not exceed the actual cost of providing the optional extra. We will obtain your agreement before we provide the optional extra.

Charging for residential visits

We believe that every child has an entitlement to a residential visit during their time at Dr South's. This will be built into the school curriculum. We do not charge for transport although we shall usually need to request voluntary contributions. We may charge for board and lodging (unless parents are in receipt of one or more of the benefits listed at the end of this guide). The charge will not exceed the actual cost.

We promise to help you to plan for these costs by:

- giving as much notice as possible for trips;
- having clear procedures to enable you to pay by installments;
- publishing a fair, objective and transparent procedure for allocating places in case of over-subscription (we shall avoid 'first come, first served' payment which may favour some pupils more).

Special financial arrangements

Parents who are in receipt of any of the benefits listed below will not be required to pay for

- Board and lodging on residential visits;
- Technology materials;
- Music tuition;
- Transport to out of school activities.

In addition, reduced rates may be negotiated for extra-curricular activities.

Benefits required to qualify

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2008-9)
- Guaranteed State Pension
- Working Tax Credit run-on
- Universal Credit