

## **MONKWRAY JUNIOR SCHOOL CHARGING AND REMISSIONS POLICY**

### **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: 8.55am – 12.15 & 1.10pm- 3.15pm.

### **3. WHAT WAS CONSULTED?**

The policy has been informed by the Cumbria Children's Services Directorate advice issued in July 2007 with updates DfE Statutory Guidance 'Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities October 2014.

### **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, part of the syllabus of a prescribed public examination, or the first programme in which the whole class engages.

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

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, the activity may be cancelled for all if insufficient voluntary contributions are received.

From time to time we may invite a non-school based organisation such as a theatre group or Life Education Van 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 absent/taught elsewhere in the school for that period.

We will charge for optional, extra activities provided outside of the school day, for example Craft Clubs. 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. 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.

Residential

A residential visit may be wholly chargeable if it is an optional extra. If a residential visit is not an optional extra, charges will be made to the parents of pupils who wish to participate in residential activities for the cost of board and lodgings.

Charges will be made for board and lodging, except for pupils whose parents are in receipt of:

- Universal Credit in prescribed circumstances (The government plans to prescribe the circumstances when Universal Credit is fully rolled out);
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 2013/14);
- The guarantee element of State Pension Credit; or
- An income related employment and support allowance (ESA) that was introduced on 27 October 2008.

Parents are encouraged to discuss their circumstances in confidence with the head teacher.

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. 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