



---

# Charging and Remissions Policy Of Queenborough School And Nursery

---



Dated: April 2016  
Review Date: April 2017  
Created by: Alison Abery  
Adopted by: Finance and Personnel Committee of Governing Body

## Charging and Remissions Policy

The Governing body cannot charge parents and pupils for any activity unless it has drawn up a charging policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The governing body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Chapter 23 of *A Guide to the Law for School Governors* provides further, detailed guidance on residentials, use of mini-buses, public examinations and activities provided during school hours by external bodies.

### **Status** Statutory

### **Purpose**

The purpose of the 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:

<b>Morning Sessions</b>	<b>Afternoon Sessions</b>	
8.30am to 11.30am -	12.30pm to 3.30pm	Nursery
8.40am to 11.45am -	12.45pm to 3.10pm.	Years R and 1
8.40am to 12.00am -	1.00pm to 3.10pm	Years 2, 3 and 4
8.40am to 12.15pm -	1.00pm to 3.10pm	Years 5 and 6

### **What was consulted?**

The policy has been informed by *A Guide to the Law for School Governors*.

### **Relationship to other school policies**

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

### **Roles and responsibilities of headteacher, other staff, governors**

The **headteacher** will ensure that the following applies:

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

All activities that are a necessary part of 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.

The Staff and Governors recognise the importance of activities that while not an essential part of the curriculum, add value and enjoyment to the experiences of the children. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example transport costs, admission fees, and additional visit activities.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time we may invite a non-school based organisation such as musical events, theatre productions to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

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

We will charge for optional, extra activities provided outside of the school day, for example breakfast club and after school club. Such activities are not part of the National Curriculum or religious education, nor are they part of an 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.

### **Residentials**

Charges will be made on residential visits which are part of the national curriculum for board and lodging, except for pupils whose parents have advised the school in writing that they are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, the guaranteed element of State Pension Credit and require support.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total 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.

### **Music Tuition**

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus.

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

We will charge for optional, extra activities provided outside of the school day, for example transport costs for attending activities. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

### **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 have advised the school that they are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, the guaranteed element of State Pension Credit.

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

### **Voluntary Contributions**

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs, such as coach and venue costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

### **Arrangements for monitoring and evaluation**

The Finance and Personnel Committee will monitor the impact of this policy by receiving on a yearly 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.

This policy will be reviewed annually by the Finance and Personnel Committee of the Governing Body.