

**Love Trust Community**

# **CHARGING AND REMISSIONS POLICY**



## **WICKHAMBREAUX CHURCH OF ENGLAND PRIMARY SCHOOL**

**REVIEWED MAY 2019**

## **Wickhambreaux Church of England Primary School**

### **CHARGING AND REMISSIONS POLICY**

The aim of this policy is to set out our policies on charging and remission for school activities and school visits, with respect to the law. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. When charges are made the amount per pupil does not exceed the actual costs incurred. This means that pupils who do pay are not being charged extra to cover the costs of those who don't or can't.

#### Voluntary Contributions

At Wickhambreaux C E Primary we do seek voluntary contributions for activities that occur during the school day, which entail additional costs. These activities include:

- theatre group performances
- swimming sessions for Key Stage 1 children
- trips to various locations
- Experts in school
- Specialist courses arranged by school

If a particular activity cannot take place without voluntary contributions, this is explained in a letter to parents/carers with the additional information that the activity may be cancelled if not enough contributions are received. Direct debit or standing order mandates are not requested for payment.

None of our pupils will be prevented from participating in the activity because his/her parents cannot or will not make a contribution. If not enough money is received, the shortfall may be met through other funds e.g. FOWS. If this is not possible the activity will be cancelled.

#### Optional Extras

Charges are made for some of our "optional extra" activities that take place outside of the school day. The school day is from 8.55 a.m. to 12 noon and 1.05 to 3.15 p.m. These are not part of the National Curriculum or religious education; they include a variety of clubs.

In calculating the cost of these sessions the following are considered

- any materials, books, instruments, affiliations to professional associations, or equipment required
- any staff engaged for services purely to provide these optional extras

No remission of these charges is available.

## Music Tuition

Although the law states that all education provided during school hours must be free, music tuition is an exception to this rule. The new regulations came into force in September 2007. Charges may be made for teaching either individual pupils or groups of any appropriate size to play a musical instrument or to sing; If parents require lessons that they are willing to pay for these must be arranged through the school's music director Mrs Maisey.

At Wickhambreaux the charges are set by the specialist instrumental teachers or Make Time for Music, a range is available. The school also raises money for scholarships; these are defined by the music specialist teacher who outlines the provision and duration of the award.

## Residential

The costs incurred are for board and lodgings. Parents/carers who can prove they are in receipt of the following benefits are exempt from paying these costs

- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- Support under part 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)
- The guarantee element of State Pension Credit; and an income related employment and support allowance that was introduced on 27<sup>th</sup> October 2008.

At Wickhambreaux we also have access, by application, to the Four Villages Fund that can be offered to families in receipt of Free School Meals, single parents or those experiencing hardship. This may meet some or all of the costs but is only available when application to the Fund is successful.

The Resources Committee of the Governing Body will monitor the impact of this policy by receiving a financial report on those activities that resulted in charges being levied, the subsidies awarded (with due consideration to confidentiality) and the source of these subsidies.

## Equal Opportunities AEN and Inclusion

All pupils will have equal access to the curriculum. Support for pupils with Additional Educational Needs, including the more able, will be provided following school policy. Consideration to these issues will be given in the selection of resource materials provided. All children will be included and staff will ensure sensitive treatment of gender, ethnic and religious issues and be aware of stereotyping.