

'Do Everything In LOVE' - 1 Corinthians 16 v14

Charging, Remissions and Voluntary Contributions Policy



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Introduction

St Andrew's Primary School believes that all our pupils should have an equal opportunity to benefit from the wide range of activities and visits (curricular and extra-curricular) offered by the school regardless of their parents' or carers' financial means. This policy describes how we will do our best to minimise the financial barriers which may prevent some pupils from taking full advantage of these opportunities. The policy has been devised and updated with reference to:

- The Education Act 1996
- A guide to the Law for School Governors
- The Governors' Handbook
- DfE Guidance 'Charging for School Activities May 2018

Education

School governing bodies **cannot** charge for:

- An admission application to any maintained school
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 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 religious education;
- Instrument or vocal tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parents;

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

.Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras (see below); and
- Music and vocal tuition, in limited circumstances

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided charges **can** be made for providing materials, books, instruments or equipment. Optional extras are:

- Education provided outside school time that is not:
 - a) part of the national curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education
- board and lodgings for a pupil residential visit
- extended day services offered to pupils (eg, breakfast club, after school clubs)

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra;
- the cost of building and accommodation;
- non-teaching staff;
- teaching staff; including supply teachers, engaged under contracts specifically to provide an optional extra;
- the cost, or a proportion of the cost for teaching staff to provide instrumental or vocal tuition where that tuition is an optional extra.

Any charges will not exceed the actual cost of providing the activity, divide equally by the number of participants. It **cannot** contain an element of subsidy for any pupils wishing to take part whose parents are unwilling/unable to pay the full charge.

Participation in an optional extra is based on parental choice and a willingness to meet the charges. Therefore, parental agreement will be required.

Voluntary Contributions

The school **can** ask for voluntary contributions for any additional activities or visits which enrich the curriculum and education experiences of the children.

- There is no obligation to pay any contribution;
- No child will be excluded from an activity if their parents are unwilling or unable to pay;
- If insufficient contributions are received, or it cannot be funded from another source, it may be necessary to cancel a trip/ activity. This will be made clear when asking for donations.
- If a trip goes ahead it may include children whose parents have not made any contribution. These children will not be treated any differently from those who have paid.

Swimming

The school organises swimming lessons for all children during Years 3,4 and 5. These take place in school time and are part of the national curriculum. The school makes no charge for this activity but we do ask parents for a voluntary contribution towards the cost of transport. We will inform parents when the lessons will take place and will seek permission for their child to take part.

Residential Visits

If the school organises a residential visit in school time or mainly school time, a charge will be made for board and lodging. Parents in receipt of benefits listed below will be exempt from this charge. Other elements of the trip will be subject to voluntary contribution.

Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that charges and contributions can be waived or reduced in particular circumstances for parents in receipt of any of the following state benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of the State Pension Credit

- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16190)
- Work Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit

Additional Considerations

The governing body recognised 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 and adhere to the following guidelines:

- Where possible, we will 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 by instalments.
- When an opportunity for a trip arises at short notice, it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against disadvantage pupil and we will not use this as a method of selection.

Monitoring

The Finance Committee will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being made, the subsidies awarded (anonymously) and the source of those subsidies. In cases of hardships the Headteacher may be approached in confidence for help and advice in seeking remission from charges or contributions.