

RACHEL MADOCKS SCHOOL

CHARGING AND REMISSIONS POLICY

Statutory Policy	Yes
Review frequency	Annual
Reviewed By	Headteacher
Approved by	Governors
Date	January 2019

Introduction:

We believe that;

- The basic educational requirements of our children should be funded through the school budget.
- Additional activities including trips, visits and residential experiences make a valuable contribution to pupils' education.
- Parents should be asked to contribute to additional activities, which include some school trips.

We will

- Comply with legislation in the Education Act 1996 (Sections 449-462).
- Treat every child fairly taking into account any financial hardship some families may be experiencing.
- Not exclude pupils from trips in school time due to the families' inability to pay, but a trip may be cancelled if the school does not receive enough in voluntary contributions.
- Charge for optional extras.

Optional extras are:

- Education provided outside of 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.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority /governing body have arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit.
- Entrance fees.
- Wet Play clothing.
- Waterproof incontinence pants.

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 buildings and accommodation.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or vocal tuition where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an entitlement of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Pupils whose parents are receiving the benefits listed at the foot of this policy are exempt from paying board and lodging. Parents in receipt of these benefits will be asked to make a voluntary contribution to ensure the trip goes ahead.

School will ask parents to make a voluntary contribution to the cost of activities and transport.

Procedures:

We will do this by:

- Supplying all books, materials and equipment for use in connection with the education provided during the school day without asking for any contribution from parents, except for food technology ingredients.
- Asking parents to make a voluntary contribution to in-school activities which have an additional cost i.e. theatre groups.
- Providing parents the opportunity to purchase school sweat shirts/tee shirts sold at cost price.
- Teachers highlighting any costs involved in the approval for activity request form and from where the costs will be met.
- Offering school trips which do not incur any costs other than the running of the minibus free to parents. Offsite activities are vital to make learning real for our children and parents will be asked to make a voluntary contribution towards the cost where there is one. Where staff do not receive free entry the cost of the staff will be divided amongst the children.

E.g. Entrance fee cost per child x number of children + cost per adult x number of adults. Travel by school mini bus = miles x HCC mileage rate / number of pupils

Total cost: £x Cost per child = £x / number of children.

Where the cost of a trip cannot be met by voluntary parental contributions, subsidy from charity or by other funding, the school reserves the right to cancel the trip and reimburse any contributions already made. Pupils whose parents do not contribute towards the cost of a trip or activity will not be discriminated against. If a child is away having paid for a trip or a school activity the cost will be reimbursed if there is no charge to the school, and if the amount paid exceeds £5.00. This is to cover our administration costs. If staff organise a trip which is entirely out of school hours and not part of the curriculum a child's participation will depend on the parents paying the full cost.

Residential Trips

If the number of school sessions taken up by the 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 onto 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Example 1: Visit during school hours

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2: Visit outside school hours

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

The school reserves the right to ask parents to pay for breakages and damages resulting from negligence or inappropriate behaviour.

We will monitor and evaluate this by:

The Headteacher monitoring parental contributions to trips, difficulties and non-payment and feeding back to Governors when difficulties arise.

Reviewing the policy in line with any changes to DfE guidance.

Charging exemptions

Schools can charge for board and lodgings and the charge must not exceed the actual cost.

When we inform parents about a forthcoming visit we will make it clear that parents who can prove that they are in receipt of the following benefits, will be exempt from paying the cost of board and lodgings: but will be asked to make a voluntary contribution.

- Income Support
- Income-based Job Seekers' Allowance.

- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of 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 £16,190 as assessed by Her Majesty's Revenue and Customs (Parents who are made redundant or start working less than 16 hours per week, may find their children are entitled to free meals for a limited period).
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods).

Parents in receipt of these benefits will be asked to make a voluntary contribution to ensure the trip goes ahead. School will ask parents to make a voluntary contribution to the cost of activities and transport.

All parents will be offered the opportunity of paying for residentials over a period of time using a payment plan.