

Cockwood Primary School

Charging and Remissions Policy



Perseverance



Respect



Reflection



Creativity



Ambition



Happiness

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LEA policy and the DfES guidance and complements the school's finance policy.

Definition

The school day is defined as 8.55 am to 12.10 and 1.15pm to 3.30pm. The midday break does not form part of the school day.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

Policy Statement

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. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge (see below).

Voluntary contribution may be sought for activities during the school day which entail additional costs, for example field trips etc.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution but if insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation such as a theatre group or storyteller to arrange an activity during the school day. Such organisations will charge the school and the school may wish to ask parents for a voluntary contribution towards such an event.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example various sports clubs, art club, cookery club etc. Such activities are not part of the National

Cockwood Primary School

Curriculum or Religious Education nor are they part of an examination syllabus. For use of premises see Lettings Policy.

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 the 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 for board and lodging, except for pupils whose parents are in receipt of eligible benefits, where a discounted allowance will be given at the governors' discretion.

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.

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 or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

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

Eligible Benefits

Income Support

Income based Jobseeker's Allowance

Support under part VI of the Immigration and Asylum Act 1999; or

Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, which does not exceed £16'190.

In receipt of Pupil Premium

Signed by

Chair of Resources Committee

Reviewed and amended autumn 2015

Reviewed autumn 2016

Reviewed autumn 2017

Reviewed autumn 2018

Reviewed autumn 2019

To be reviewed autumn 2020