



Pensilva Primary School

Charging and Remission Policy

Introduction

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

This policy has been informed by the LA policy and DCSF guidance and complements other appropriate schools policies.

Definition

The school day is from 0855 until 1515.

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 and equipment. It excludes charges made for teaching an individual pupil or groups of 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.

Voluntary contributions may be sought for activities during the school day which entail additional costs (for example field trips, visiting drama groups etc). However no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

Optional activities outside of the school day

We may charge for optional, extra activities outside of the school day, for example theatre visits. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside it there may be a charge, if the school incurs costs in providing that activity. Parents will be informed how a charge is calculated.

Residential visits

Charges will be made for board and lodging.

Other charges will be made to cover costs of activities. Parents will be informed how the charge is calculated. In case of hardship, a charge may be made for board and lodging and support will be given for the cost of activities.

Music Tuition

In cases of hardship the Governors will consider in their absolute discretion the remission of fees (in full or in part) for those pupils who they consider will benefit from such tuition.

Calculating charges

When charges are levied for any activity, whether during or outside 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 cannot or will not. Support for cases of hardship will come through voluntary contributions and fundraising.

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

The principal 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 Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with a joint annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit.

Responsibilities

The headteacher will ensure staff are familiar with and correctly apply the policy.

This policy was ratified by governors 29th November 2016