

Dane Ghyll C.P and Nursery School



CHARGING AND REMISSIONS POLICY

1 Introduction

Dane Ghyll School recognises the valuable contribution that a wide range of extra-curricular activities, including trips, clubs and residential experiences can make towards the education of our children and young people and aims to promote and provide such activities both as part of a broad and balanced curriculum for pupils and as additional optional enrichment activities.

The school strives to ensure that all young people have an equal opportunity to benefit from such activities, both on and off site and within and outside of the curriculum, regardless of their family's financial means. To ensure transparency in setting charges and also to ensure all young people are able to access all of the provision we offer, this Policy sets out our approach to charging and remissions. It has been informed by adherence to the law and by following statutory Department for Education guidance.

The purpose of this Policy is to ensure that, during the school day, all young people have full and free access to a broad and balanced curriculum. The school day is defined as Monday- 8:50 a.m-3.15 p.m. excluding the lunchtime period **KS1 12p.m.-1 p.m and KS2 12.15 p.m -1.p.m. On Friday 8:50am till 2:15pm**

We recognise our responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances and where we can we aim to:

- publish a list of visits and their estimated cost across all year groups at the beginning of the academic year so that parents can plan ahead for the next 1-7 years;
- ensure our payments systems allow parents to pay in instalments;
- make it possible for parents to pay by instalments beyond the date of the trip when a short notice opportunity arises; and
- ensure fair access to popular trips by acknowledging that offering them on a 'first pay, first served' basis discriminates against low income families and we will avoid that method of selection.

Where this Policy refers to "parents" we mean any person with parental responsibility for a child.

Where this policy refers to a "voluntary contribution", this is an amount of money that school would like families to contribute towards the cost of an opportunity in order to make it financially viable. There is no obligation to pay a voluntary contribution but without enough contributions, an activity might be cancelled entirely.

Where this policy refers to "remission", this is an amount of money that school will or might agree to provide to fund an opportunity for a child. Governors *will* make provision for all statutory remission requirements e.g. using the relevant Pupil Premium funding to pay for a residential experience for a child with a legal entitlement. Governors *might*, if funding allows, agree to provide financial support to pupils who are not legally entitled to remission, but does so entirely at their discretion.

2 Activities Wholly During the School Day

We recognise that the definition of 'education' as 'part of the National Curriculum' is not limited to learning outside the classroom experiences required as part of a specific subject e.g. geography or science fieldwork, but also includes activities designed to fulfil requirements under the National Curriculum 'inclusion statement' and others as applicable.

A charge will be made to cover the cost of ingredients or materials where parents have confirmed in advance that they wish their child to own the finished product.

We will ask parents for voluntary contributions to help school fund the range of these opportunities we offer, but no young person will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The Governing Body reserves the right however, to cancel an activity in its entirety if insufficient voluntary contributions are received.

From time to time we may invite a non-school based organisation such as eg Arty Fact Theatre Company to deliver an activity during the school day. Such organisations may wish to charge parents. Sometimes the school pays: at other times parents will be asked a for a voluntary contribution.

3 Activities Wholly Outside the School Day

No charge will be made for education provided outside of normal school hours if it is part of the National Curriculum or part of religious education.

We will ask parents for voluntary contributions to help school fund the range of these opportunities we offer, but no young person will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The Governing Body reserves the right, however, to cancel an activity in its entirety if insufficient voluntary contributions are received.

Other enrichment activities not required as part of the national curriculum or religious education *and* which are wholly outside school hours are Optional Extras and chargeable.

Lunchtime activities, after school and other extra-curricular clubs are wholly outside of school hours and do not fall under the definition of 'education' above. These may be Optional Extras and chargeable. Please note, at the present time, the PE and Sports Premium (as funded by the Government pays for many extra sporting activities.

4 Non-residential Activities that take place Partly During and Partly Outside the School Day

Where the majority of time spent on a non-residential activity is *within* normal school hours, the charging regime will be as if it happens/*u*lly *within* school hours. The majority of time is defined as 50% or more.

Where the majority of the time spent on a non-residential activity is *outside* of normal school hours, the charging regime will be as if it happens *outside* school hours i.e. the activity becomes an 'Optional Extra' unless it is part of the National Curriculum. The majority of time is defined, in this case, as more than 50%.

Travel time is included when considering the time spent on an activity only when it occurs during school time as defined in the Introduction.

5 Residential Activities

A residential visit may be wholly chargeable if it is an Optional Extra. Please see [Section 7](#) for more information about charging for Optional Extras .

If a residential visit is **not** an Optional Extra, charges will be made to the parents of pupils who wish to participate in residential activities for the cost of board and lodging with the exception of those in receipt of:

- Universal Credit in prescribed circumstances (the government plans to prescribe the circumstances only after Universal Credit is fully rolled out);
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI 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) does not exceed the current level set by HMRC;
- the guarantee element of State Pension Credit; or
- an income related employment and support allowance (ESA).

We understand that parents should be informed of this when they are asked for money. Parents are encouraged to discuss their circumstances in confidence with **the Headteacher**.

In order to cover any other costs associated with a residential visit e.g. activity tuition, for which charges cannot be made, parents will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential (only where it not an Optional Extra) if the parents do not wish to or cannot contribute voluntarily. It is possible however, that unless sufficient voluntary contributions are received to cover the cost, the experience will not go ahead. The Governing Body reserves the right, to cancel an activity in its entirety if insufficient voluntary contributions are received.

6 Optional Extras

The Governing Body reserves the right to charge parents for activities deemed to be Optional Extras. Such activities will include, for example, an evening visit to a theatre which does not fit the definition of 'education'. Parents must make payment in order for their child to participate.

Lunchtime and after school activity clubs do not operate during normal school hours and to cover the costs of offering such opportunities a charge may be made to the parents of pupils who wish to participate in them. Families on a low income who are unable to pay such charges should speak to **the Headteacher** in complete confidence.

7 Music Tuition

No charge will be made for tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum. This includes the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities) eg KS2 learning the guitar.

A charge will be made for vocal and musical instrument tuition for either an individual pupil or groups of any appropriate size, where it does not fall into the category of teaching described above.

8 School Milk Scheme

Up to one third of a pint of milk is available to all children free of charge, regardless of their family circumstances up to the age of 5.

When a child has their 5th birthday, a small charge per day will be made towards the cost of continuing to provide milk. Children who have reached the age of 5 and have not yet reached the age of 19 can continue to receive free school milk if their family is in receipt of one of the prescribed benefits listed in [Section 5](#). Other parents can pay online for Cool Milk.

9 Damage to Property and Breakages

The school will attempt to recover some or all of the costs incurred repairing willful or culpably negligent damage or breakage of school property or such damage or breakage of property belonging to a third party where the school has been charged. The actual amount will be determined by the Head teacher .

10 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 .

Parents who would qualify for support are those in receipt of benefits as described in [Section 5](#).

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

11 Debt Recovery

It is the financial management policy of this school policy that all services provided by the school are paid for in advance and therefore it is expected that no debts will be accrued. In the unlikely event that debts are accrued, the Governing Body authorises school to take all reasonable measures to collect debts as part of its management of public funds. In doing so they will observe the relevant financial regulations and any other legal requirements.

12 References and Associated Policies and Procedures

- Education Act 1996, Section 457
- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
- DfE Statutory Guidance document '*Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities*', October 2014
- Educational Visits Procedures
- Single Equality Scheme