



# Dove CE (VC) First School

## Charging and Remissions Policy

Policy approved by the Governing Body on: September 2018

Signed R. Holmes

Policy will be reviewed by the governing body by: September 2019

### School Aims

At Dove CE (VC) First School, we aim to:

- Work together to promote the Christian ethos and values of our school
- Create a happy, friendly, inclusive and caring learning environment, inside and outside
- Foster and extend a child's natural curiosity, enthusiasm and energy in order that they realise their full potential and experience joy in learning
- Provide appropriate support for pupils with individual educational requirements and respond accordingly
- Pursue the highest standards of achievements in all areas of the school's curriculum
- Praise and acknowledge effort and success
- Support our high quality staff and governors with appropriately targeted professional development opportunities
- Further develop a partnership between children, parents, governors, staff, the church and wider community
- Develop the physical resources and environment of our new school

### Our Values

Being a Church of England First School means we embrace the following Christian values:

- Friendship & Respect
- Kindness & Forgiveness
- Trust & Honesty
- Determination & Courage
- Hope & Happiness
- Creativity & Curiosity

### Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

## **Responsibilities**

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher (*and/or Governing Body*).

## **Definitions**

**Community Facilities** - activities which the governors do not feel is of direct educational benefit to children at the school

**Extended school provision** - provision of childcare outside the standard school day where it is optional as to whether the child attends

**External Lettings** - letting to an organisation other than the school

**Remission** - where a charge is not payable, either in full or in part

**Sinking Fund** - a reserve put aside over a number of years to pay for major maintenance or renewal costs

## **Prohibition of Charges**

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place 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 the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

## **Charges**

### **Music Tuition**

All pupils study music as part of the school curriculum. No charge is made for this provision.

### **Swimming**

The pupils in year 2, 3 and 4 participate in swimming lessons during the autumn and summer term and these lessons are part of the National Curriculum. No charge is made for this activity.

### **Extra Curricular Activities**

The school may offer extra curricular activities after school. Where these are run by a member of the school's staff, there is normally no charge. Sometimes, an activity is run after school organised by a qualified person who is not a member of the school staff or a club, e.g. Progressive Sports. A charge could be made for these sessions and the charge will cover an individual's share of the cost.

### **Damaged or Lost School Property**

Parents may be asked to make a contribution towards replacing damaged or lost property caused wilfully or negligently by their children.

### **Residential Visits**

Board and lodging on residential visits will not to exceed the costs. £10 will be charged for lodgings and £5 for food (£2 for each main meal and £1 for breakfast) each day; unless the provider specifies the board and lodging in the overall cost.

The school does not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

### **Transport**

The school cannot charge for transport provided in connection with an educational visit but may ask for a voluntary contribution.

The school may make a charge if pupils are transported to an extra curricular activity and the charge will cover the cost of the transport only.

### **Lettings**

Letting of the school premises or grounds will be made at a cost of £15 per hour for local community groups and £20 per hour for non-community users. Please see Lettings Policy.

### **Remissions**

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £15,575 (Financial Year 08/09).

### **Voluntary Contribution**

Parents will be invited to make a voluntary contribution for the following:

- a) Trips to extend the curriculum
- b) Transport to sporting fixtures
- c) Extension activities that take place within the school eg visiting theatre companies
- d) Entrance Fees

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.