



## Charging and Remissions Policy

**Newton Hill Community School**

**CHARGING AND REMISSIONS POLICY**

**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 the Education Act 1996, referenced to the DfE Policy: Charging for School Activities (Nov 2013)

**Definition**

The school day is defined as: 8:50-12:00/12:15 and 1:00-3:15/3:20. Nursery day is: 8:50-11:50.

No charge is made for admitting children to maintained schools and education provided during school hours is free. All 3 and 4 year olds are entitled to 15 hours of free education in our school. This must be taken as all morning or all afternoon sessions, we do not offer the flexibility in our school where the 15 hours can be taken over full days.

**Responsibilities**

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

**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 there will be a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example Visitors to school as part of Topic work. In these circumstances 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.

From time to time we may invite a non-school based organisation such as a drama group or storyteller, to arrange an activity during the school day. Such organisations may wish to charge parents/carers, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

**Voluntary Contributions**

The school or governing body can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities, school trips and staff led extra-curricular clubs etc will be funded through

voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity/trip will be cancelled. Sometimes contributions may be required for some staff led extra-curricular activities e.g. if the activity is baking.

There is no obligation to parents to make any contribution. The child will not be excluded from any activity due to his or her parents/guardian/carer either unable or unwilling to pay for activities in school hours.

If your child is not able to attend a visit, which has been costed to include them, then a refund can be given for costs not incurred due to their non-attendance e.g. entrance fees.

The school may ask parents/carers to pay for damage to school property or equipment where this is a result of inappropriate behaviour. Parents may also be asked to pay a nominal amount for books/resources which are lost/damaged.

### **School Meals**

There is a charge for school meals, we charge back the amount that we are charged per meal. School meals are currently free for Reception to Year 2 children.

### **Residential Activities**

Children are offered a residential visit in Year 6. Parents must pay the amount for board and lodgings in full.

Parents who can prove they are in receipt of benefits in List 1, will be exempt from paying the cost of board and lodgings for residential visits.

### **Optional activities outside of the school day**

We may charge for optional, extra activities provided outside of the school day, for example Discos etc. Such activities are not part of the National Curriculum or religious education. Where we wish to charge we will tell parents/carers in advance the amount and how to pay.

### **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.

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

### **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Charges will be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of the National Curriculum.

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

**List 1**

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

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