

Maple Tree Lower School



Policy
Committee
Review Date

Charging and Remissions
Management
January 2018

MAPLE TREE LOWER SCHOOL CHARGES AND REMISSIONS POLICY STATEMENT

Document History

Issue	Date	Comment
1	Current	Approved by Governing Body
2	March 2007	For review and approval by the Management Committee
3	September 2008	Approval by Governors
4	October 2009	Approval by Governors
5	September 2011	Approval by Governors
6	May 2013	Approval by Governors
7	September 2014	Approval by Governors
8	September 2015	Approval by Governors
9	January 2018	Approval by Governors

Introduction

Maple Tree Lower School is committed to ensuring that education should be free of charge if it takes place during school hours. Parents and others have the right to information about school hours and this information is included in the school brochure.

The objectives of this policy are:

- to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum..
- to ensure that parents and staff are aware of the policy and procedures regarding charges and remissions for school activities which may occur both within and outside the school day

POLICY: We aim to provide an education that is free of charge during the school day and that there is clarity about the way that additional activities are charged for.

Monitoring & Review

This policy statement and its procedures are the responsibility of the Governing Body's Management committee which is authorised by the Governing Body.

The Management committee will review the policy statement annually in discussion with teaching staff and governors.



Charging and Remissions Policy

Context

This policy has been written to ensure that there is clarity about how activities in school are charged for.

Aim

Maple Tree Lower School is committed to ensuring that education should be free of charge if it takes place during school hours. Parents and others have the right to information about school hours and this information is included in the school brochure.

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

Roles and Responsibilities

The **headteacher** will ensure that the following applies:

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 for teaching an individual pupil or groups of up to four pupils to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Voluntary contributions may be sought for activities during the school day which entail additional costs.

Whilst the school will request voluntary contributions, parents are not obliged to contribute and pupils will not be treated differently according to whether their parents have made any contribution.

If a particular activity cannot take place without some help from parents, this will be explained to parents during the planning stage. However, activities may not take place if parents are reluctant to offer their support and insufficient funds are raised.

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 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 lodgings, except for pupils whose parents are in receipt of

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from the National Asylum Support Service
- The guaranteed element of State 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)

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 contributions

When calculating contributions for any activity, whether during or outside the school day (other than extended schools activities), this will be based on the actual costs to pupils, divided by the total number of children participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship may come through voluntary contributions and fundraising. Those who wish to spread the cost may do so through an agreed payment plan.

Parents who may qualify for support are those who are in genuine hardship or receipt of Government benefits. The Headteacher and / or Governors will consider any requests for assistance. (Appendix 2)

Where appropriate, Pupil Premium Grant may be allocated at the discretion of the Headteacher to replace, partly or in whole, any voluntary contribution or charge made to the parents / carers of pupils in receipt of the grant. Any such allocation will be reported termly to the Governing Body.

Activities which are organised and run by the Local Authority eg sports activities through the local school's sports hub programme will not incur a cost as these are considered to be part of the school's curriculum whether they take part in the school day or not.

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

Remission.

Parents who have contributed voluntarily *may* be given a full or partial refund if their child is unable to take part in the activity through illness.

School clubs and Activities

There are a number of activities which take place outside the school day. Such opportunities may be organised and run directly through the school by school staff or via a third party. Those run directly by the school may be charged for in line with this policy and could incur a

small charge to cover any necessary costs. Third party run activities will incur higher charges as set by the provider. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Charges, where necessary, for activities run by the school (clubs) will be made at a flat hourly rate of £2.50 which will be pro – rata for clubs of a shorter duration. Within this charge there is an allowance for the cost of energy, wear and tear and any other material costs. Where any club results in a ‘profit’, this money will be returned to the School Fund and used to enhance the school’s curriculum. Some clubs may have greater expenses than others but will not be supported by those clubs with greater funds. School clubs have always been very popular in the past and Governors would like to ensure that in fairness to all, a commitment to the club is shown and where possible subscriptions are paid in advance.

Any parent who is experiencing any difficulty with payment or who is in receipt of Government benefits, should contact the office for advice.

Where a child is chosen to represent the school in an event or match, there will not be a charge made for any practise sessions.

Any activities provided by a third party will be subject to the third party’s charges.

Please note that child care costs for facilities provided by Maple Tree Kids Club or wrap around care within the nursery are not covered by this policy.

Arrangements for Monitoring and Evaluation.

The management committee of the governing body will monitor the impact of this policy by receiving regular financial reports on those activities that result in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

This policy will be reviewed regularly by the Governing Body.

Signed Chair of Governors

Date

APPENDIX 1 – REQUEST FOR FINANCIAL ASSISTANCE

Application for Assistance on the grounds of Financial Hardship

To the Governors of Maple Tree Lower School

I would like my child, _____ in _____ class to take part in _____ (insert trip/activity) but am unable to pay some or all of the cost of £ _____ on the following grounds:

1. I am in receipt of:

	Please tick
Income Support	
Income-based Jobseeker's Allowance	
Income-related Employment and Support Allowance	
Support from the National Asylum Support Service	
Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the level set by the Inland Revenue for this tax year)	
Guarantee element of State Pension Credit	

OR

2. Other Grounds (please specify below).

Signed parent / carer

Date