

## **Box CE VC Primary School Charging and Remissions Policy**

### **Status - statutory**

#### **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.

The school day is defined as: 9:00am - 3:20pm.

#### **Consultation**

This policy has been informed by 'A Guide to the Law for School Governors'

Roles and responsibilities of the headteacher, staff and governors

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 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 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 such as educational visits, visiting theatre companies and workshops sessions. The cost of day trips will be covered for pupils who receive Pupil Premium.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if there are insufficient funds then the activity may not take place.

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

We will charge for optional, extra activities provided outside of the school day, for example sports clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

#### **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.

#### **Residential trips**

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Charges will be made for board and lodging. The cost of the trip will be covered for pupils who are in receipt of Pupil Premium. Families who are not in receipt of Pupil Premium but are experiencing financial difficulties or who are in receipt of benefits such as Income Support, Family Credit, Disability Working Allowance or income-based Jobseeker's Allowance will be asked what proportion they feel they are able to contribute towards board and lodging. For some families it may also help if the payment period is extended. Travel and other activities will be covered by voluntary parental contributions subject to the above conditions.

### **Calculating Charges**

When charges are made 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 can't. Support for cases of hardship will come through voluntary contributions, grants and fundraising. FOBS may be approached to help contribute towards the cost of activities.

Parents who would qualify for support are those who are in receipt of Income Support, Family Credit, Disability Working Allowance or an income based Jobseeker's Allowance. Parents and carers will be made aware that support, in cases of hardship, is available to them. When arranging a chargeable activity, the governing body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the headteacher in consultation with the chair of governors. See appendix 1 for form.

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

### **Arrangements for monitoring and evaluation**

The resource committee will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of the subsidies.

### **Appendix 1**

Application form for assistance with fees at outdoor education centres

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**BOX CE VC PRIMARY SCHOOL**  
**Charging and Remissions Policy Appendix 1**

**APPLICATION FORM FOR ASSISTANCE WITH FEES AT OUTDOOR EDUCATION CENTRES**

**Section A**

1 Name of Parent/Carer

(a) Surname: ..... (b) First Name: .....

(c) Mr/Mrs/Miss\*

2 Home Address: .....  
.....

3 Telephone No: .....

**Section B**

1 Outdoor Centre to be visited: .....

2 Name of Pupil(s): ..... Date of Birth: .....

**Section C**

**Are you receiving:**

- |   |         |
|---|---------|
| (a) Income Support  | YES/NO* |
| (b) Income-based Job Seekers Allowance  | YES/NO* |
| (c) Support under part V1 of the Immigration and Asylum Act   | YES/NO* |
| (d) Child Tax Credit<br>(provided you are not entitled to Working Tax Credit, and your annual income, as assessed by the Inland Revenue, does not exceed £16 190) | YES/NO* |
| (e) The guarantee element of State Pension Credit<br>(please provide pension credit M1000 award notice as evidence)   | YES/NO* |

If YES and your child/ren is/are not receiving free meals, please enclose your letter of entitlement or, alternatively, a copy of the front and second page of your payment book. If you are claiming under the benefit of Child Tax Credit a calculation of your annual income provided by the Inland Revenue is required. If you are claiming under the guarantee element of a state pension credit please provide a copy of your pension credit M1000 award notice.

I certify that the information given on this application form is, to the best of my knowledge and belief, correct.

Signature of Applicant: ..... Date: .....

\*Please delete as applicable.

**THE COMPLETED FORM SHOULD BE RETURNED TO THE HEADTEACHER**

This form should be returned at least 4 weeks prior to the commencement of the course - retrospective applications will not be considered.

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