

Charging and Remissions Policy

Introduction

The Education Reform act 1988 came into force in April 1989; it brought about new regulations concerning payment for trips and activities, and made it a legal requirement for Governors of all schools to write a charging policy.

Additionally, sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

This charging and remissions policy for Beit Shvidler Primary School has been reviewed in conjunction with the updated May 2018 DfE departmental advice for charging for school activities.

The Governing Body of Beit Shvidler Primary School recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards the personal and social education of the children.

The Governors aim to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities.

The governors believe that all our pupils should have equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial needs.

Purpose

In order to ensure that correct procedures are followed and no child is excluded from a visit or journey because they cannot afford to pay, a clear charging and remission policy must be known and understood by all parents.

Guidelines

- *No compulsory charge can be made for any educational or related activity that takes place within school hours (including the supply of any materials, books, instruments or other equipment)*
- *No compulsory charge can be made for transport costs for pupils travelling between school and where education is being carried out in school time e.g. swimming.*

Charges and Voluntary Contributions

Governors reserve the right to levy charges for the following:

- Board and lodging for residential trips of one or more nights away from home. The charge must not exceed the actual cost.

- Music tuition (instrumental or vocal) that is not prescribed as part of the National Curriculum, if that is provided at the request of the parent. Charges will be made for music, instrumental hire and tuition. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for music tuition. The regulation also make it clear that no charge may be made in respect of a pupil who is looked after by the local authority.
- Transport, entrance fees and educational fees for out of school hours activities. These are termed optional extras. The consent of parents and a willingness to meet extra charges will be sought before any bookings are finalised.
- Damage to or loss of books and or school equipment.
- Wilful damage to school property.

Although there is no obligation on any family to pay, the Governors reserve the right to request voluntary contributions for the following:

- School Journey
All children are included in any trips planned regardless of whether or not their parents/carers can or will contribute. Because of the residential element of the Year 6 School Journey, charges will be made for board and lodging and voluntary contributions will be requested for additional aspects of the trip.

All parents/carers are entitled to apply for remission of charges, (see below)

- Music Tuition
Parents/Carers may take up the option of children being taught on the school premises by the Barnet Peripatetic Music Service. The full cost must be borne by the parents/carers and the school admin officer in consultation with the Borough Music Service handles the charges. Parents / Carers entitled to FSM are entitled to a reduction in cost.

Lessons are contracted per term, one half term in advance and payable in advance. Parents/carers must provide notice in writing before the next term's tuition contract is agreed with the provider i.e. one half term's notice, to terminate their child's tuition.

- Out of Hours Clubs/Activities
Clubs/activities run by the school itself are free. A contribution towards materials may be required for some clubs, e.g. art.

"Breakfast" or "after school" clubs (that primarily provide childcare outside of normal school hours) run by the school itself are subject to a charge.

Clubs/activities run on our premises by commercial organisations such as after school clubs will charge for the activities they offer.

When organising school trips, visits, or other activities that enrich the curriculum and educational experience of the children e.g. theatre workshops at the school, the school invites parents to make a voluntary contribution towards the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contribution, we reserve the right to cancel the trip or activity.

The cost of materials, ingredients, (or the provision of them by parents/carers) for the following subjects e.g. art and crafts, needlework or cookery etc when there is a finished product and the parent has indicated in advance that they wish to own the finished product. It will be the responsibility of the parent to let the school know that they do not wish to own the end product where the request for ingredients or materials are made.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums and places of educational interest;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events;
- visits to the school by theatre groups, etc

All children are entitled to take part in the activities above regardless of whether or not their parents/carers can or will contribute. Funds to subsidise activities are limited and the Governors intend to monitor the situation carefully. Where insufficient contributions are received to make an activity possible and no funds are available to make the shortfall, the activity will be cancelled.

Remission of charges

Children whose parents are in receipt of the below 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. This entitlement applies whether or not the free school meal entitlement is taken up.

(Since April 2003 the eligibility criteria that entitle families to an exception from paying for the cost of board and lodging on residential visits have been aligned with the free school meals eligibility criteria. The head teacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.)

The relevant support payments are:

- 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 - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Other children whose parents are suffering financial hardship

Parents not in receipt of these support payments but who are suffering hardship may apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher.

Policy on specific activities:

Nursery/Reception

Parents/carers of children in the Nursery are asked for a contribution to help with the cost of resources and the development of the nursery and Reception facilities and provision. All children will be offered the same opportunities within Nursery and Reception regardless of whether or not their parents/carers can or will contribute. Where insufficient contributions are received, alternate sources of finance will be considered or the purchase/development project will be delayed until funds are available or sufficient contributions have been received.

The Resources Committee of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

Document Control

Revision History

Version	Revision Date	Revised By	Revision
1.0	Autumn 2018	SBM	Ratified by Resources Committee Nov 18