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Approved	
Review Cycle	Annual
Next Review	May 2017



Buckfastleigh Primary School Charging and Remissions Policy



CHARGING AND REMISSIONS POLICY

BASED ON DEVON GOVERNOR SERVICES MODEL 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 by the LA policy and the DfES guidance and complements the school's *policy for the Management of Outdoor Education, Visits and Off-Site Activities*.

Definition

The school day is defined as: *8:50 am – 3:20 pm*. The midday break does not form part of the school day.

Responsibilities

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

The Governors will review the policy annually.

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. We will make a charge unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).
(See below)

Voluntary contributions

The school may request a voluntary contribution for activities during the school day which entail additional costs, *for example class visits, theatre groups, specialist visitors, cooking or design activities and swimming*. *This is not an exhaustive list*.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or choose not make a contribution. If insufficient funds are available, the Governors and Head teacher reserve the right to curtail or

cancel activities.

When a non-school based organisation arranges an activity during the school day and levies a charge i.e a visiting theatre group, parents may make a **written request** to the Head teacher for their child to be withdrawn from the activity.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day by external organisations, for example *sports clubs, theatre trips and forest school*. However, *this is not an exhaustive list*. 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. However, the school may request a voluntary contribution to cover costs. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges may be made. *Parents may request a breakdown of charges.*

Residentials

Charges will be made for board and lodging. For pupils whose parents are in receipt of eligible benefits, a re-calculated cost will be reflected in the initial letter sent to parents.

Other charges will be made to cover the costs of activities within the *Residential visits* for all pupils.

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. Support for cases of hardship will come through voluntary contributions, *the Susan Irwin Trust Fund* and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

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

Music Tuition

Payment arrangements are between the parent and the peripatetic teacher.

Inability or unwillingness to pay

Buckfastleigh Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable

to pay. If there is insufficient funding for an activity, the Governors and Head teacher reserve the right to curtail or cancel the activity.

The identity of the child or parents of the child who did not wish to make the payment, or who could not make the payment, will not be disclosed under any circumstances.

Eligible benefits

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit without Working Tax Credit with an annual taxable income (as assessed by HMRC) (see www.hmrc.gov.uk/rates/taxcredits.htm)
- The guaranteed element of the State Pension Credit
- Income related employment and support allowance

Approved by:

..... Chair of Governors Date.....

..... Head Teacher Date.....