



Love to Learn

F&S - CHARGING AND REMISSIONS POLICY

ADOPTED DATE: SEPT 2018

REVIEW DATE: SEPT 2019

Malcolm Sargent Primary School

Empingham Road

Stamford PE9 2SR

Engage & Inspire *

Nurture & Growth *

Pride & Joy

Statement of intent

Malcolm Sargent Primary School (the School) is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

Signed by:

_____ Principal

_____ Chair of governors

Date: _____

Date: _____

1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'
- 'Our Funding Agreement'

2. Charging for education

2.1. We will not charge parents for:

- Education provided during school hours other than for some music tuition (see 5 below)

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras (such as trips and visits in some circumstances)
- Music and vocational tuition that is provided at the request of the pupil's parents (see 5 below) for instance, individual or group instrumental lessons.
- Use of community facilities

3. Optional extras

3.1.1. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

3.1.2. We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum such as choir trips to the Young Voices concert in Birmingham

- Religious education, e.g. we will NOT charge for such as trips to places of worship which aim to broaden pupils understanding of peoples' faiths and appreciation of different cultures.
 - Transport, other than that arranged for the pupil to be provided with national curriculum education such as for an optional trip to the theatre.
 - Board and lodging for a pupil on a residential visit, such as for the Y6 residential trip to PGL
 - Extended day services offered to pupils,
- 3.1.3. When calculating the cost of optional extras, the school will only take into account the following:
- Materials, books, instruments or equipment provided in relation to the optional extra
 - The cost of buildings and accommodation
 - The employment of non-teaching staff
 - The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
 - The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument
- 3.1.4. So that parents are not cross-subsidising those parents who cannot, or will not pay, the school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.
- 3.1.5. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge.
- 3.1.6. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.
- 3.1.7. The school may however add an administrative charge to all trip and visit costs.

4. Voluntary contributions

- 4.1 We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the

outset. We will also make it clear that there is no obligation for parents to make a contribution, and we will notify parents that assistance is available for low-income families.

- 4.2 No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

5. Music tuition

- 5.1 Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. Therefore, for example, class music tuition provided by school staff during the school day is free of charge to all children, but when children have music lessons with our peripatetic music teachers such as in violin, voice, flute, drums or guitar at the specific request of the parents, then those lessons will be chargeable.
- 5.2 The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

6. Transport

- 6.1 We will not charge for:
- Transporting registered pupils to or from the school premises, where there is a statutory obligation to provide the transport.
 - Transporting registered pupils to other premises where the governing body has arranged for pupils to be educated.
 - Transport provided for an educational visit.
- 6.2 We may however ask parents for a voluntary contribution towards the costs of transport costs such as for weekly swimming lessons from Y4+.

7. Residential visits

This is defined as an overnight visit for pupils. Typically, there is a three day residential outdoor adventure activity experience which is offered to pupils in Y6 at a UK PGL activity centre.

7.1 We will not charge for:

- Education provided on any visit that takes place during school hours, unless the total time of the trip is greater than 50% of the hours normally spent in school (see 8.3).
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of religious education.
- Supply teachers to cover for teachers accompanying pupils on visits.

7.2 We may charge for board and lodging – but the charge will not exceed the actual cost.

7.3 Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

Please note that unfortunately if parents don't pay and cannot prove that they are entitled to one or more of these benefits then their pupil will not be able to participate in the residential experience.

8. Education partly during school hours

8.1 If 50% or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made. However, we may request parents to make a voluntary contribution towards the cost of the trip. If insufficient voluntary contributions are received and there is no other way to make up the costs, the trip may be cancelled. No child will be excluded from the trip if it goes ahead and the parent has not made any contributions.

8.2 If less than 50% of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we

may charge for the activity; however, we will not charge if the activity is part of the national curriculum, or part of religious education.

~~**8.3 Residential visits:** If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 42 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.~~

8.3 Residential visits: If the total number of hours on a trip is more than 50% of the number of hours usually spent in school, then the residential trip will be considered to be optional.

8.4 The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds **or by grants for which we may be able to apply.**

9. Damaged or lost items

9.1 The school may request a contribution to replace anything that is broken, damaged or lost due to their child's behaviour.

10. Remissions

10.1 We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

10.2 Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

10.3 To request assistance, parents should contact the School Business Manager in confidence via her email address liz.town@malcolmsargent.lincs.sch.uk.

11 Monitoring and review

11.1 This policy will be reviewed annually by the Governing Body.

Examples

Example 1 – Swimming Lessons for Y4+

Swimming is a required activity under the National Curriculum. The school will pay for the full costs of the hire of the swimming pool, lifeguards and swimming coaches. However, the school may request parents to make a contribution towards the transport costs being the bus hire to transport the pupils to and from the swimming pool. This contribution is voluntary. No child will be excluded from swimming if their parent makes no contributions, whatever the reason.

Example 2 – PGL Residential Trip for Y6

This is not a required activity under the National Curriculum. More than 50% of the time spent on the trip is out of school hours and so this trip is deemed to be optional. Parents will be requested to pay for the transport of the children to and from PGL, together with the board and lodgings and activities. Remissions are available on application. There is a discount for twins. Children do not have to attend the trip but children will not be able to attend if their parents do not pay. Children who do not attend the trip will be accommodated in school and taught as usual, most likely in with Y5 children.

Example 3 – Year Group and Choir Trips

These trips are not required activities under the National Curriculum. Most of the trips take place during the school day and so the trip is would not be chargeable. However, the school may ask for a voluntary contribution towards the cost of the trip or event. Parents do not have to pay that voluntary contribution and, if the trip goes ahead, no child will be excluded because their parent makes no contributions, whatever the reason. Parents should be aware however that the school has limited contingency funds and trips may have to be cancelled if insufficient contributions are made by parents. Parents should also be aware that contingency funds are usually the year group annual budget and using this fund to make up the trip costs will reduce the amount which the year group leader can spend on other items for the children.