



NORTH KIDLINGTON SCHOOL

CHARGING

A POLICY STATEMENT

North Kidlington School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

1. The policy identifies activities for which:

- **voluntary contributions may be requested**
- **charges will be made**
- **charges will not be made.**
- **charges may be waived**

2. Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law states:

- If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset.
- No child will be excluded from an activity because his or her parents are unable or unwilling to pay.
- If insufficient contributions are received, the trip or activity may have to be cancelled.

3. No charges will be made for:

- a) An admission application to any maintained school
- b) Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- c) Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- d) Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- e) Entry for a prescribed public examination, if the pupil has been prepared for it at the school*;
- f) Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school;
- g) Education provided on any trip that takes place during school hours (see 4d);
- h) Education provided on any trip that takes place outside school hours (see 4a)
 - a. if it is part of the National Curriculum, or
 - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - c. part of the school's basic curriculum for religious education;
- i) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

4. Charges may be made for

a) Activities outside school hours

Residential and non-residential activities (other than those listed in Section 3 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours). (See Section 9)

b) Residential visits during school hours

The board and lodging costs (but only those costs) of residential trips deemed to take place during school time, However pupils whose parents are in receipt of certain benefits (see remissions policy below) will be exempt from paying the cost of board and lodging.

c) Music tuition

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

d) Enrichment activities

Trips, visits and workshops are not necessarily part of the National Curriculum but are used to enhance it therefore as a school we do ask for voluntary contributions to help in the funding of such activities. If funding means that the activity is unviable then we reserve the right to cancel it.

When any trip is arranged parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.

5. Optional Extras

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

Charges may be made for optional activities that are known as ‘Optional Extras’. Any charges made will not exceed the actual cost (per pupil) of provision.

School Clubs

Clubs during lunchtime and after school are most often run by teachers voluntarily giving their time. School reserves the right to charge a nominal fee for participation in these activities.

Clubs run by external providers which take place on school premises will set their own charges unless contracted under Service Level Agreement (SLA). Any queries regarding these activities must be taken up with the external providers and not with school.

Other Charges Dinner Monies: Timely payment of dinner monies should be made in line with school’s schedule. Details are available from the school office. Where there is a change of home circumstances and pupils become entitled to free school meals, it is the responsibility of the parents to inform school as soon as possible to avoid over paying money.

6. Remissions

In order to remove financial barriers from pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

This following sets out the circumstances in which such charges will be waived.

7. Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Parents in receipt of:

- Income Support/Employment Support Allowance
- Income-based Jobseekers Allowance
- Support under the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and that the 'annual' income for tax credit purposes is within the guidelines set for the financial Year.
- The 'Guarantee' element of State Pension Credit.

8. Residential Trips

The school policy is to offer residential visits at Upper Junior level for Year 6 Pupils. Parents will normally be expected to pay for the board and lodgings, transport and insurance. (If there is an exceptional circumstance or the parents are in receipt of specified benefits or credits then support is offered to cover part or all of the costs). However, if we do not receive enough voluntary contributions we will have to cancel the activity.

9. Breakages and Damage

The Governors reserve the right to ask parents to pay for damage to premises or property as a result of their child's behaviour.

10. Additional

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall inform parents of a proposed visit as soon as possible, after it has been arranged
- If the visit involves a large cost then we will initiate a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a first pay, first served basis could be considered to be discriminatory against anyone who does not pay quickly and we avoid this method of selection (for the majority of activities).

Reviewed: September 2017

Next Review: September 2018