

# **MANEY HILL PRIMARY SCHOOL**



## **CHARGING AND REMISSION POLICY**

Reviewed by Governing Body: September 2016  
Next Review Date: September 2019



## **INTRODUCTION**

Maney Hill Primary School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities and to:

- participate fully in the school curriculum
- contribute to all aspects of school life
- be a valued partner in the process of education

These objectives must be seen to inform educational activities, whether in or outside the school and are therefore integral to the process of charging for school activities and to the remission which is available to parents/carers who are on a low income. We aim to:

- make school activities accessible to all pupils regardless of family income
- encourage and promote external activities which give added value to the curriculum
- provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- respond to the wide variations in family income while not adding additional unexpected burdens to the school budget

The development of a range of activities forms part of the school's forward planning process and is linked to the annual budget cycle with a particular emphasis on the identification of specific resources to support such activities.

It includes a number of key factors:

- the value of certain activities in relation to age/needs of pupils
- the cost of activities set against their educational value
- how the activity will be paid for
- the appropriate process for raising funding
- an assessment of whether the educational aims can be met in any other way
- an understanding of the various types of activities involved – for example, educational visits, music tuition, materials for practical work
- reference to additional or hidden costs – for example, lunch money and pocket money
- an assessment of local facilities

## **LEGISLATION –**

### **EDUCATION DURING SCHOOL HOURS**

The DfE in its guidance to School Governors states, “education provided during school hours must be free. The definition of “education” includes materials, equipment and transport provided in school hours by the school to carry pupils between the school and an activity”. It goes on to advise that “although schools cannot charge for school time activities, they may still invite parents and others to make voluntary contributions (in cash or in kind)

When additional costs are incurred by Maney Hill Primary School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind....

### **EDUCATION OUTSIDE SCHOOL HOURS**

The DfE in its guidance to School Governors states that “Parents may be charged for activities outside school hours providing the activities are not a necessary element of the School Curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other non-related activities outside of school hours providing parents agree to pay. Payment for the activity is at the discretion of the Governing Body.

### **RESIDENTIAL ACTIVITY**

A residential activity away from the school site will include a number of elements: tuition during the school day, tuition and care out of school hours, board and lodging and travel. Each of these elements is reflected in the overall cost of the trip.

It is deemed reasonable to request parents to meet the full costs of the tuition and care out of school hours, board and lodging and travel. The cost of the tuition during the school day is deemed a voluntary contribution. If the costs of the trip are not met by the value of the contributions it is understood the trip may be cancelled if additional funds are unavailable.

Parents who are currently in receipt of Income Support will be expected to make an agreed contribution to the costs of board and lodging and travel.

Maney Hill Primary School will follow the relevant legislation is contained in the Educational Reform Act 1988: Sections 106 – 111, 117 and 118. Guidance is contained in the DfE circular 2/89: Charges for School Activities.

### **REMISSION POLICY**

To ensure that access to activities becomes a reality and that outcomes reflect intentions, Maney Hill Primary School will implement the following Remission Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the School is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties, which people on low income have in meeting the costs of educational activities for their children.

Children at Maney Hill Primary School from families in receipt of the following are either exempt from all charges or are charged at a reduced fee:

- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit
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There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. 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 the remission will be made by the Headteacher in consultation with the Chair of Governors.

## **Charges**

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum and are optional
- After-school, lunchtime and pre-school clubs
- Music tuition if it is not required for the National Curriculum and is provided for an individual or for a group of pupils
- Damage to school property – the cost of replacing any item such as a damaged or lost book where it is the result of the pupil's behaviour

## **IMPLEMENTATION**

Planning, as part of the process of budget building, is essential to developing a charging policy at Maney Hill School, which recognises equality of access. We will endeavour therefore to produce a programme of activities based on a clear set of priorities identified by the School and taking into consideration the projected number of children (including known remissions), costs per head and a breakdown of transportation costs, entry fees, discounts, teachers' costs etc.

Such a process however, should not inhibit flexibility and the capacity of the School to take advantage of opportunities, which arise during the course of the year. These will be implemented in a way, which is consistent with the School's overall policy.