



Policy 'owned' by: Resources Committee of the Governing Body (Following guidance from HFL Manual of financial Procedures)

Reviewed: Spring 2019

To be reviewed: Spring 2021

'Learn to love and love to learn; in God's love each one will shine'

St. Andrew's Church of England (VC) Primary School

Charging and Remissions Policy

SCHOOL AIMS & RATIONALE

Our School Vision

Our vision is led by the example of St Andrew;

Love to learn

Just as Jesus immediately saw the character and depth of Andrew at that first meeting on the shores of the Sea of Galilee calling him to be his disciple, so we see and encourage the strengths and interests of all our children. We help them become lifelong learners, encouraging and developing their sense of enquiry and aspiration.

Learn to Love

As Jesus showed Andrew how to be the very best of men, so we guide and support our children to become the best that they can be. We teach our children to care and have respect for themselves and others, physically, morally and culturally. Our curriculum is built around the fish symbol to show that the love of God and Jesus is at the very heart of all that we do.

In God's love each one will shine

Following Jesus' command; *"Come, follow me," Jesus said, "and I will send you out to fish for people."* (**Matthew 4: 19**) St Andrew brought people to meet, to love and to learn from Jesus. In a similar way we help our children to follow Christian values, to receive the love of God, and to shine that love to others in His grace.

Our vision is realised through this policy as we believe that: All our pupils should have an equal opportunity to benefit from school activities, visits and visitors/workshops (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.

In the event of activities by the school during school hours involving the need for payment to be made, **voluntary contributions** are sought from the parents to cover the cost of these activities.

No child is excluded from participating in the activities because of non payment of the contribution, but it is necessary for a substantial number of parents to contribute before the activity can go ahead.

The Headteacher and Governors will consider sympathetically cases of genuine need seeking help with these charges and will remit those they feel are necessary from the school budget, from Pupil Premium grant, if appropriate or from FOSTA funds as agreed.

What has been consulted?

The policy has been informed by *A Guide to the Law for School Governors* and the DCSF guidance *"Planning and Funding Extended Schools"* and *"Charging for School Activities"* (May 2018). It is also guided by Hertfordshire Financial Procedures Manual.

Relationship to other school policies

The policy complements the school's Equality Policy, Curriculum Policy, Educational Visits policy and the Teaching and Learning policy.

Roles and responsibilities of Headteacher, other staff, Governors

The Headteacher, staff and Governors will ensure that the following applies:

No charges will be made for

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- education provided on any trip or by any visitor to school that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip.

Activities for which charges may be made

a) Activities outside school hours

Non-residential activities (other than those listed in 1 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).

b) Residential activities

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 point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

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 percent 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 two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day. When any trip is arranged parents will be notified of the policy for allocating places.

c) Music tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case. Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Music tuition for individuals or groups of up to 3 pupils. Charges will be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as "optional extras". Charges will not exceed the actual cost (per pupil) of provision

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them.	For example, a clay model – a charge to cover the cost of the clay.	None
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to 3 pupils.	Remission of fees available from the LEA for children eligible under Category A below
Clubs	Delivered by third parties only	None
Cycle Training Fees e.g. Bikeability		Remission for Category A

Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged 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 remissions policy sets out the circumstances in which charges will be waived. 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.

Category A

Parents in receipt of

- 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

Additional categories of parents may claim help with some costs in some Circumstances

1. Additional considerations

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:

- all visits, visitors or workshops will be published at approximately 2 weeks before
- we have established a system for parents to pay in instalments where request for voluntary donation is over £15.00.
- 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.

Policy 'owned' by: Resources Committee

Policy reviewed: Spring 2015

Policy reviewed: Spring 2017

Next review: Spring 2019

Policy reviewed: Spring 2019

Next review: Spring 2021

