



The John Wesley Church of England and Methodist Aided Primary School

## Charging and Remissions Policy

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# CHARGING AND REMISSIONS POLICY

## 1. INTRODUCTION

This policy is to ensure that, during the school day, all children at The John Wesley CEMP School have full access to a broad and balanced curriculum. The law regarding what may, and may not, be charged in respect of activities provided by the school within and outside the school day has always been difficult to interpret and apply fairly to all pupils. Schools are required through their funding agreement to comply with the law on charging for school activities.

## 2. AIMS

The aims of the charging policy are to:

- To maintain the right to free education
- To enable all pupils to take full advantage of the activities provided by the school.

## 3. OBJECTIVES

The objectives of the charging policy are:

- To ensure that activities offered in school time should be available to all pupils regardless of their parent's ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- To determine which charges will be remitted for parents experiencing hardship
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours
- To ensure that the responsibilities for the charging and remissions policy are clearly and appropriately allocated to ensure that the operation of the charging and remissions policy is systematically reviewed and the findings acted upon.

## 4. DURING SCHOOL HOURS

Parents may make a voluntary contribution to:

- individual music tuition except where it is provided to fulfil any requirements specified in the syllabus for prescribed public examination; or specifically to fulfil statutory duties relating to the school's curriculum
- the board and lodging element of all residential trips and visits except in the case of pupils whose parents are in receipt of income support or family credit
- the cost of transport direct from home to an activity sanctioned, though not provided by the LA or school, such as work experience
- the cost of ingredients or materials if parents have indicated in advance that they wish to own the finished product

## 5. OUTSIDE SCHOOL HOURS

Charges may be made for 'optional extras' defined as falling wholly or mainly outside of school hours provided that the activities are not:

- to fulfil any requirements specified in the syllabus for a prescribed public

- examination
- specifically to fulfil statutory duties relating to the school's curriculum
- specifically fulfil statutory duties relating to religious education.

Participation in the optional extra activity is on the basis of parental choice and a willingness to meet the charges.

**Note:** The terms above do not prohibit charging for board and lodging except where parents are in receipt of income support or family credit.

The charges may include an element for:

- a pupil's travel costs
- a pupil's board and lodging costs, except where the parents are in receipt of income support or family credit, job seekers allowance or disability working allowance
- materials, books, instruments and other equipment
- non-teaching staff costs
- entrance fees to museums, castles, theatres, etc
- insurance costs
- the engagement of teaching staff specifically for providing the activity and supplying such staff with travel, board and lodging, providing that if they are employed by the school, they are employed to provide individual music tuition and engaged on a separate contract for services to provide the optional extra.

The contract may take the form of a letter inviting the teacher to provide certain services for a specific activity taking place at a specified time, in return for payment of expenses and, where appropriate, a fee.

Charges for individual pupils may not:

- exceed the actual cost of providing the optional extra activity divided by the number of pupils willing participate
- include an element of subsidy for pupils whose parents wish them to participate but are unwilling or able to apply
- include the cost of alternative provision for more pupils who do not wish to participate, where a small part of the activity take place in school hours.

## 6. MUSIC TUITION WITHIN SCHOOL HOURS

The John Wesley CEMP School follows government legislation that states that all education provided during school hours must be free; however, peripatetic music are an exception to this rule.

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

The John Wesley CEMP School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours can be remitted for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This could include instruments, music books and exam fees.

## **7. EXTENDED SERVICES**

The John Wesley CEMP School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **8. DAMAGE TO PROPERTY AND BREAKAGES**

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

## **9. REMISSIONS AND CONCESSIONS**

The school will give consideration to the remission of charges to parents/carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to Free School Meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of Governors will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher.

The statutory minimum remissions policy must provide for complete remission of board and lodging charges to pupils whose parents receive income support or family credit if an activity takes place during school hours; or is out of school hours but covered by requirements relating to prescribed examinations syllabuses or duties relating to the school curriculum or duties relating to religious education. The remissions policy must be kept under review by the Governing Body.

## **10. VOLUNTARY CONTRIBUTIONS**

The school may seek voluntary contributions for the benefit of the school or any school activities from parents to include the costs for accompanying teachers for any school activity but:

- such contributions are genuinely voluntary and there is no obligation on a parent to make any contribution
- pupils will not be treated differently according to whether or not parents have made a contribution
- parents will be informed of the level of contribution and whether the activity could take place if parents were reluctant to support it.

There is no limit on the level of voluntary contributions sought.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## **11. INABILITY OR UNWILLINGNESS TO PAY**

The John Wesley CEMP 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, then it will be cancelled.

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

## **12. RESPONSIBILITIES**

Authority for the day-to-day management of the fund will be devolved to the Headteacher who will determine the proportion of costs of an activity which should be charged to public or non-public funds.

Staff organising activities must do so within the provisions of this policy. Plans, at the draft stage, should be submitted to the senior management team for consideration and approval.

## **13. COMPLAINTS**

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.

## **14. MONITORING & EVALUATION**

The Headteacher has the responsibility for monitoring and evaluating the implementation of the policy. The Headteacher will provide the governing body with a financial report as part of the normal quarterly reconciliation of the school budget.