



SOUTH GROVE PRIMARY

CHARGING & REMISSIONS POLICY (including Extended Services)

Introduction

The Head Teacher and Governing Body of South Grove Primary School recognize the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. We believe that all our children should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. We will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimize the financial barriers which may prevent some children taking full advantage of the opportunities.

Statement

The policy complies with the requirement of the Education Act 1996.

We aim

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

Definition of the School Day

The school day is defined as: 8.45am to 3.15 pm (excluding the midday break). The midday break does not form part of the school day. This starts at 12.00 – 1.00pm for the Reception class and Years 1, 2, 3 & 4 and starts at 12.30 – 1.30pm for Years 5 & 6.

Activities for which No Charges will be made

During the school day all education or activities that are a necessary part of the National Curriculum or the school's curriculum for religious education will be provided free of charge. This includes the supply of any materials, books or other equipment.

Education provided outside of the school day will be provided free of charge if it is part of the National Curriculum, or part of the school's curriculum for religious education.

Swimming Lessons

The school organises swimming lessons for each class at some point during their time at the school. These take place within the school day and are part of the National Curriculum. We inform parents when these lessons are to take place. We make no charge for this activity at present, however a voluntary contribution towards the lessons may be asked for in the future.

Voluntary Contributions

When organising school trips, visits or activities which enrich the curriculum and educational experience of the children, the school may always seek voluntary contributions towards the cost of these trips and activities in order to offer the widest possible variety of experiences to children.

All requests for voluntary contributions will emphasise their voluntary nature and the fact that children of parents who do not make such contributions will be treated no differently from those who have.

The Law states that:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

If insufficient funds are not available within the school's delegated budget and the school does not receive sufficient voluntary contributions from parents it may be necessary to cancel the planned activity. We do not treat children whose parents have been unable to pay differently from any other children.

The following, non-exhaustive list, gives examples of types of additional activities which may be organised by the school within the school day and for which the school may request voluntary contributions from parents:

- visits to museums for which there is an entrance fee; transportation or workshop costs.
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events;
- visiting drama groups;
- visiting storytellers.

Charges

The governing body reserves the right to make a charge for the activities and items detailed as follows –

- trips which are not part of the school curriculum or are outside the school day (ie weekend residential trip)
- Breakfast Club and After School Clubs
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Damage to school property – the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupils' behaviour

Music tuition

Charges are made to parents for individual tuition in playing any musical instrument by an outside agency, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

Lost School Equipment

Parents will be expected to replace or pay for the cost of lost items of school property, including lost/damaged reading books

Breakages & Damage to school buildings, furniture or property

Parents will be requested to pay for damage caused as a result of a pupils' behaviour

School Dinners

All children attending the school may opt to take a cooked lunch during the midday break; the cost of the lunch is the standard charge across the Borough applying at the time.

Children who qualify for Free School Meals are exempt from this charge. From September 2014 all children in Reception to Year 2 will be entitled to a free school meal.

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Photocopying

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act' will be charged at 10p per sheet as well as photocopying for their own use.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Extended Services at the School

After School Clubs

The school offers a number of additional after school clubs, some of which are run and organised by adults who are not members of the school staff. We make a small charge for these sessions. The school will be able to supply details of the after school clubs currently taking place.

Breakfast Club

The school runs a Breakfast Club from 7.30 -8.45am, 5 days a week during term time. There is a minimal charge per child, per week.

YMCA After School Club

Please refer to the YMCA's charging and remission policy.

Remissions

To ensure that access to activities reflects intentions, the 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.

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- The Guarantee Credit element of State Pension Credit
- Support from the National Asylum Support Service (NASS)
- Support from the Local Authority Social Services Asylum Team (SSAT)
- Child Tax Credit, provided that you are not entitled to Working Tax Credit (but see below), and your annual income (as assessed by Her Majesty's Revenue and Customs) is £16,190 or less.
- Working Tax Credit for four weeks after your employment finishes

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum or forms part of the syllabus for religious education.

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 remission will be made by the Head Teacher in consultation with Chair of governors.

Data Protection of pupils and families

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

Additional Considerations

The school 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 publish a list of visits, giving parents as much notice as possible.

- We shall establish a system for parents to pay in installments where this is more convenient to them.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by installments beyond the date of the trip.

Monitoring and Review

The application of this policy will be monitored by the Governing Body and will be reviewed annually as part of the budget setting cycle.

Reviewed and accepted by the Governing Body on 13.11.14

Signed:

Chair of Governors

To be reviewed September 2015