

Lewknor C of E Primary School

Charging for and Remissions for School Activities Policy

January 2015 – Review January 2018 – Resources Committee

Lewknor Church of England Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) 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 Education Act 1996 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 top of the document.

The policy identifies activities for which:

- voluntary contributions may be requested
- charges will not be made
- charges can be made
- where charges will be waived (remissions)

1. 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 Head teacher 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.

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

2. Charges will not be made for:

- an admission application to any maintained school
- 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 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;
- education provided on any trip that takes place during school hours
- transport provided in connection with an educational visit
- supply teachers to cover for those teachers who are absent from school accompanying pupils

on a residential trip;

- 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school*;
- examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school;

* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge may be made.

3. Charges can be made for:

- any materials, books, instruments, or equipment, where a parent wishes their child to own them
- board and lodging on any residential trip
- optional extras – see below
- vocal or instrumental tuition provided either individually or for groups of any size, provided that the tuition is provided at the request of the pupil's parent/s and is not an essential part of either the National Curriculum or is provided under the KS2 Instrumental and Vocal Tuition Programme. The charge will not exceed the cost of the provision, including the cost of the staff providing the tuition and will not apply to any child who is looked after by a local authority under section 22(l) of the Children Act 1989.
- certain early years provisions (the Education (charges for Early Years Provision) Regulations 2012)
- community facilities (as per s.27(1) of the Education Act

In all cases the cost will not exceed the actual cost calculated on a per pupil basis

4. Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- education provided outside of school time that is not part of
 - i. the national curriculum
 - ii. a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - iii. religious education
- examination entry fee(s) if the registered pupil has not been prepared for the exam(s) at school
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority / governing body have arranged for the pupil to be provided with education)
- board and lodging for a pupil on a residential trip
- extended day services offered to pupils (e.g. breakfast club, after-school clubs, tea and supervised homework sessions)

In calculating the cost of any optional extras an amount may be included in relation to

- any materials, books, instruments or equipment provided in connection with the optional extra
- the cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide the optional extra, this includes supply teachers engaged specifically to provide the optional extra
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or vocal tuition, where the tuition is an optional extra

The charge will not exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating and will therefore not include an element of subsidy for any other pupils wishing to participate whose parents are unwilling or unable to pay the full charge.

Participation in any optional extras will always be on the basis of parental choice and a willingness to meet the charges. Parental agreement will therefore be obtained before a charge is made.

5. How to Determine if a Trip is in School Hours

Education partly during school hours and non-residential activities

If 50% or more of the time spent on the activity occurs during school hours it is deemed to take place during school hours. Time spent on travel is taken into account if the travel itself occurs during school hours. School hours do not include the normal school lunch break.

If less than 50% of the time is spent on an activity that falls during school hours it will be deemed to have taken place outside school hours. (E.g. an activity may mean the pupils leaving school an hour before school finishes but does not end until late in the evening)

Residential trip

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. As school trips at Lewknor School normally take place during the school week of Monday – Friday they will be deemed to have taken place during school hours. Only if the school trip goes into a weekend or public holiday is there a chance it can be considered outside school hours.

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 remissions policy sets out the circumstances where this will apply.

Category A

Children entitled to Free School Meals (pupil premium) due to their parent / carer's level of income (rather than as a result of the entitlement to the universal free school meals for children in KS1 from September 2014) will qualify for remission. Parents are eligible for this if they claim any of the benefits listed below:-

- Universal credit in prescribed circumstances (Government yet to specify these circumstances)
- Income Support
- Income-based Jobseeker's Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guarantee element of the State Pension Credit
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue & Customs) that does not exceed £16,190 – (2013/14 financial year)
- an income related employment and support allowance that was introduced on 27 October 2008

These benefits can change from time to time and the current criteria and figures are available at <http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/CFM/Eligibilityforfreeschoolmeals.pdf>

Type of charge	Example	Remission
Residential trip	Trip of several days to PGL, Kingswood or OCC residential centre	Parent to pay 15% contribution – school will fund the balance from pupil premium
Day trip	Museum	All costs to be paid from pupil premium
After school club	PE club / Drama / Mad Science / clay for model made in arts class where model will be taken home	Discuss with school on individual basis as to share of costs to be borne from pupil premium as costs for these activities can vary greatly

Category B

Where a family has more than 2 children at the school and they are not entitled to pupil premium as per category A above, the Governors may in special circumstances consider supporting the parents with

- some of the costs of residential trips
- some of the costs where more than 2 children are going on the same day trip

7. 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:

- Notice of day trips will be notified as soon as possible and ideally at least one half term in advance
- Where possible notice for residential trips will be at least 10 months ahead of the date of the trip
- We have established 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 discriminates against pupils from families on lower incomes and we will avoid that method of selection where places on any trip are limited