

## Mortimer St. John's Church of England Infant School

Charging and Remissions Policy			
Policy Number	FINANCE001	Date of Issue	September 2018
Status	STATUTORY	Review Date	September 2019
		Issue Number	8

### **MORTIMER ST JOHN'S CE INFANT SCHOOL**

#### **CHARGING AND REMISSIONS POLICY**

#### **Purpose**

The purpose of the policy is to ensure that all children have full and free access to a broad and balanced curriculum.

The school day is defined as 8.55am to 12.15pm and 1.15pm to 3.10pm.

#### **What was consulted?**

The policy has been informed by *A Guide to the Law for School Governors and Charging for School Activities (DfE November 2014)*

#### **Relationship to other school policies**

The policy complements the school's Equal Opportunities Policy, Teaching and Learning policy.

#### **Roles and responsibilities of headteacher, other staff, governors.**

The headteacher will ensure that the following applies:-

#### ***Activities provided Free of Charge***

The following activities must be provided free of charge:

- All education that takes place during the normal school day. This includes school trips that take place during the school day.
- All activities that take place outside the normal school day but are part of the National Curriculum, are part of a syllabus for any public examination, or part of religious education.
- Instrumental or vocal tuition, unless the tuition is provided at the request of a parent.

Note that this covers activities designed to fulfil requirements under the National Curriculum inclusion statement, for example, developing teamwork skills, and is not limited only to subject-specific activities.

#### ***Optional Extras***

The school may, at the headteacher's discretion, make a charge under any of the following circumstances:

- For activities that take place outside the normal school day that are not part of the National Curriculum, or part of the syllabus for any public examination, or part of religious education.

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- Where a parent has expressed a wish to own the materials, books, equipment, or instruments used.

Provided that all the following conditions are met:

- The charge does not exceed the actual cost of providing the activity.
- The charge is calculated by dividing the cost of the activity equally by the number of pupils participating; i.e. it does not contain an element of subsidy for pupils whose parents are unwilling or unable to pay the charge.
- The charge relates only to the provision of the actual activity (for example, it cannot cover the provision of supply teachers to cover pupils who are not participating in the activity).
- It is made clear to parents in receipt of certain benefits or financial support (as listed below) that if they are not able to pay the charge, they should speak to the headteacher to establish what support the school can give them.

The charge may take into account the cost of any or all of the below:

- Materials, books, instruments or equipment.
- Buildings and accommodation.
- Non-teaching staff engaged in connection with the optional extra.
- Teaching staff employed purely to provide the chargeable activities.
- Teaching staff employed to provide tuition in a musical instrument, or vocal tuition, where such tuition is an optional extra.

Parents or Carers who are in receipt of the following benefits may qualify for support from the school in meeting any extra charge:

- Universal Credit
- Income Support
- Income Based Jobseeker's 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 does not exceed the level assessed by HMRC).
- Other cases at the discretion of the Governors

Participation in an Optional Extra activity will be conditional on parental agreement and a willingness to meet the above charges.

### ***Voluntary Contributions***

The school may, at the headteacher's discretion, seek a Voluntary Contribution from parents towards the cost of any activity provided that all the conditions below are met:

- It is made clear to parents that the activity cannot be provided without a voluntary contribution.
- It is made clear to parents that if insufficient voluntary contributions are raised, the activity may be cancelled (i.e., it will not be run with a smaller group of pupils according to the contributions actually made).
- It is made clear to parents that there is no obligation to make a voluntary contribution.
- No child will be excluded from an activity on the basis of whether or not a voluntary contribution was made by their parent, or the size of such contribution.

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The school will not pressurise parents into making voluntary contributions, for example, by sending colour-coded letters as reminders. However, parents will be asked to make a voluntary contribution on an annual/termly basis to help cover the cost of enrichment activities.

At the headteacher's discretion, activities for which a voluntary contribution has been sought and insufficient contributions raised may either be cancelled, or have the shortfall funded from main school budget or the School Fund.

***Education partly during the school day***

If a non-residential activity happens partly inside the school day and partly outside of it, there can only be a charge for the element of the activity that falls outside the normal school day, and only then if that part of the activity is not part of the National Curriculum, a syllabus for a public examination, or religious education.

**Best Value Principle**

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

**Arrangements for monitoring and evaluation**

The Finance Committee of the governing body reserves the right to call for a report if they so desire on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

\_\_\_\_\_  
Chair of Finance Committee

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Date