

Exeter Children's Federation

CHARGING AND REMISSIONS POLICY

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LEA policy and the DfE Charging for School Activities Document and complements the school's *charging policy*.

Definition

The school day is defined as: 8.40am to 3.10pm the midday break does not form part of the school day. Chestnut Nursery School: 9.00am to 3.00pm

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. (*See below*)

Voluntary contributions may be sought for activities during the school day which entail additional costs, [*for example field trips*]

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it maybe necessary to curtail or cancel activities]

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example [*e.g. football club, theatre visit*]. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials

Residential charges will be calculated as follows:

- Transport
- Cost of activities enhancing the National Curriculum
- Board and Lodging

Voluntary contributions will be sought for the above charges, with the exception of the board and lodging element, which is a mandatory charge.

Families in receipt of eligible benefits will be exempt from the cost of board and lodging.

[If insufficient funds are available it may be necessary to curtail or cancel activities]

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising, detailed in the contributions and donations budget line. As part of the budgeting process an element will be set aside for the non-board and lodging costings in the Educational Visits budget line.

Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. When all final costs are settled if there is any surplus monies these will be dealt with as follows:-

Where the surplus money divided by the number of full paying children is greater than £1 the money will be offered back to those parents who paid in full. Where parents do not wish to take this reimbursement, residual monies will be moved into the contributions and donations budget line as a donation.

Where the surplus money divided by the number of full paying children is less than £1 the money will be donated to FOMS.

Music Tuition

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition, this will be paid for the music tuition line at the rate of 10%.

Eligible benefits

Income Support;

Income-based Jobseeker's Allowance;

Guaranteed element of pension credit;

Employment and Support Allowance (income related)

Support under part VI of the Immigration and Asylum Act 1999; or

Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The HMRC, that does not exceed £16 190).

Universal Credit.