

Sherburn Church of England VC Primary School

Charging and Remissions Policy for School Activities and Lettings



Our Mission

Statement

**Working together, putting children first within our
Christian family**

Our aim is to

Serve our community by providing an education of the highest quality for children of all faiths and none, within the context of Christian beliefs and practice. We believe in *working together* to make sure the school is a safe, secure, friendly and purposeful place where children are safe, encouraged, challenged and supported to do their best and learn.

SHERBURN CHURCH OF ENGLAND PRIMARY SCHOOL **Policy on Charging and remissions for school activities and lettings**

Christian Ethos

Christian values underpin the work of Sherburn CE VC Primary School and these influence our care of the individual. The three priority values are friendship, truthfulness and forgiveness.

These support this policy wholeheartedly;

- Forgiveness because we learn from everything,
- Truthfulness to help us to be open and
- Friendship because we call God our friend.

This document reflects the school's mission statement:

'Working together, putting children first within our Christian Family' and provides a framework for the creation of a happy, secure and orderly environment in which children can learn and develop as caring and responsible people.

Rationale

The Governors and teachers at Sherburn CE Primary School aim to create a secure and caring environment in which children can experience a curriculum which is respectful of diversity and difference and prepares them well for life in a diverse society. The value of personal, social and moral development is taught within a broad and balanced curriculum. As a church school, we endeavour to help children to explore the mystery of faith with confidence.

This policy takes guidance from the DFE Policy – 'Charging for School Activities' which has been recently revised and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the information given in "A Guide to the Law for School Governors" (Chapter 23) and reflects the terms of the Education Act 1996.

This Policy will be reviewed on an annual basis by the School's Finance Committee and will be adjusted in line with new Government or Local Authority recommendations. It sets out the School's position on charges, remissions and lettings.

Voluntary Contributions and Responsibilities of Staff

Nothing in legislation prevents a Governing Body or Local Authority from asking for voluntary contributions that would benefit the School or any School activities and the School will invite parents and others from time to time to make voluntary contributions to enable the provision of activities and visits which may not otherwise be possible. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. The Governing Body or Headteacher will make it clear to parents that there is no obligation to make any contribution. No student will be excluded from an activity because his or her parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund a visit, it may not go ahead. Staff organising visits should make this clear to parents. Staff organising a trip will make it clear to parents at the outset what their policy for allocating places on the visit will be.

Activities outside of normal lesson times and not within the National Curriculum (ranging from visits abroad to school matches) are classed as 'optional extras'. Parents may be asked to meet

the full cost of these activities. In the case of residential experiences, every effort will be made to offer value for money but the cost might be quite high. It is intended that School-based extracurricular activities should be free or very low cost. The School will do its best to offer assistance or remission of charges in any case where there is hardship.

For activities during normal School hours and/or within the National Curriculum, parents may be asked to make a voluntary contribution to cover the cost of the activity to enable it to go ahead. When making requests for voluntary contributions to School funds, parents will not be made to feel pressurised into paying as it is not compulsory.

Charges and contributions should cover the anticipated costs.

Parents may be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in small groups. General fundraising and sponsorship may be used to permit additional activities.

Charging Structure

For residential courses during the time of normal School hours, parents can be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards any travel expenses. The School may meet the costs for pupils who attract Pupil Premium, where it is still possible for the visit to go ahead. The School may offer assistance and remissions in cases where there is hardship.

Parents may be charged for some or all of the cost of damage to School property where this has been intentional. Parents will be expected to meet some or all of the cost for replacing lost or damaged books or equipment.

Parents will be given advance warning of costs so that they may budget for these.

Pre-Reception charges

In the term after they turn 4 years old, children are welcome at Sherburn CE Primary School on a part time basis during the morning session 9am – noon. They can use their 15 hours of free funding here. Should parents/carers chose to use dual providers, the cost per hour at Sherburn CE Primary School is £4.00 per child.

Activities and Visits

If the number of School sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during normal School hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the day, regulations require that a school day be divided into two sessions: a 'half day' means any period of 12 hours ending with noon or midnight on any day. Time spent on travel counts in this calculation if the travel itself occurs during School hours. Activities during normal School hours may only involve a request for a voluntary contribution; parents may be charged an amount to cover the costs incurred to the School for activities mainly taking place outside of School hours.

Parents should be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming. Parents may be asked to make a voluntary contribution towards activities taking place during School time, or towards activities which are a necessary part of the National Curriculum. Parents will be asked to meet the full cost of optional extra activities that occur outside of normal School

hours, where these activities are not a necessary part of the National Curriculum. Parents will be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards travel expenses for residential visits which fall, in the main, during normal School sessions. Pupils whose parents are receiving the following benefits should not be prevented from taking part in any School activity or trip that is open to other pupils:

- income support;
- income-based Jobseekers' allowance;
- income-related employment and support allowance;
- income-based and contributions-based JSA or ESA on an equal basis;
- child tax credit, provided you are not entitled to working tax credit, and have an annual household income (as assessed by HM Revenue and Customs) that does not exceed £16,190;
- support under part VI of the immigration and asylum act 1999;
- guarantee element of state pension credit; or
- universal credit - during the initial roll-out of the benefit.

Any charge made in respect of individual pupil will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. In calculating the cost of optional extras an amount may be included in relation to:

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

In cases where a small proportion of the activity takes place during School hours, the charge will include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from School accompanying pupils on a residential visit. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

When the School informs parents about a forthcoming visit, the member of staff leading the trip should make it clear that parents who can prove they are in receipt of income support benefits will be exempt from paying the cost of board and lodging. However, where voluntary contributions would not cover the cost of a visit, it would be likely that the visit would be cancelled where the trip was not an essential element of the curriculum.

Music Tuition

The law states that all education provided during school hours must be free, but music lessons are an exception to this rule. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition. Charges may now be made for teaching either an individual student 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. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s).

Extended Schools

Fees are payable for the school's Breakfast and After School Clubs. Please ask the School Office for further information relating to charges and discounts.

LETTINGS

See Lettings policy

Photocopier charges

We ask for a donation to the School Fund.