MODEL SCHOOL CHARGING AND REMISSIONS POLICY

This Policy describes the circumstances when the parents of children at this school will be asked to pay for school activities, when they will be asked to make a voluntary contribution to costs and when they will not be asked to pay or contribute.

It also describes Remission; when costs will be waived for children from low income households.

Text that is underlined in blue indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this Policy, please ask for advice from the school.

Reviewed by Governors Summer Term 2021
To be Reviewed Summer Term 2022

Charging and Remissions Policy

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1 Equality and Safeguarding Statements

1.1 This Federation and Devon County Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation. This policy will be subject to an Impact Assessment which will be integral to all reviews.

1.2 We and our partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.

2 Introduction

2.1 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 charge.

The Policy has been informed by the Department for Education Guidance "Charging For School Activities" which was last updated in October 2014.

3 Responsibilities

3.1 The Executive Head will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy from time to time to ensure that it meets with current guidance from the Department for Education.

4 Policy Statement

4.1 All activities that are a part of the National Curriculum[1] for compulsory school age children,[2] necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education will be provided free of charge. This includes any materials, equipment, and transport to take pupils between the school and the activity.

We will normally make a charge unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) at school.

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[1] The national curriculum is a set of subjects and standards used by primary and secondary schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject

[2] Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). They must be in full time education by the beginning of the term following this. The prescribed days are 31 August, 31 December and 31 March. Children who are of compulsory school age do not have to be in school – they may be Home Educated.

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5 Voluntary Contributions

5.1 We will ask parents to make a voluntary contribution towards costs of trips; visits or activities during the school day[3] which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions it will be made clear when parents are initially informed about the planned activity that this is the case. The head teacher or teacher will also make it clear to parents that there is no obligation to make any contribution. Participation in any optional activities will be as a result of parental choice and a willingness to meet the charges.

Where pupils are eligible for pupil premium funding, this may be used to fund such trips and activities where funds are available and the trip is deemed to meet the objectives set for the pupil concerned. Requests for Pupil premium funding should be directed to the pupil premium co-ordinators in each school, in the first instance.

No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if less than 80% of the costs are met it may be necessary to curtail or cancel activities or trips. This decision to be made by the Executive Headteacher or in their absence by the Core Business Team.

From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge in these circumstances the school may ask for a voluntary contribution from parents.

6 Optional activities outside or within the school day

6.1 We will charge for optional, extra activities which may be provided both outside or as part of the school day. Such activities are not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education. Examples are sports activities, Senior Prom, theatre visits. We will also collect voluntary contributions from parents to cover the cost of tuck and cookery. We believe that these are valuable experiences for our pupils and in order to make these available, they must be paid for by parents or carers. Charges will be based on the cost incurred less any specific funding received.

[3] Under The Education (School Day and School Year) (England) Regulations 1999, the school day is split into two half-day sessions, whatever time it starts and finishes. A school half day is any length of time up to 12 hours when the school meets, ending at noon or midnight that day. At this school, the session times are:
Bidwell Brook School day is defined at 8.50 a.m. to 3.10 p.m. (lunch break from 12 noon to 1.20 p.m.)
Ellen Tinkham School day is defined as 9.10 a.m. to 3.30 p.m.
The midday break does not form part of the school day

7 Education partly during school hours

7.1 A charge will only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

A) Non-Residential

Where less than 50% of the time spent on activity falls during school hours, it is deemed to have taken place outside school hours.

B) Residential

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 school hours (even if some activities take place late in the evening).

8 Additional Therapies

8.1 The federation provides additional or supplemental therapies e.g. Riding for the disabled, Music, Art, Play, and Aroma by independent specialists, which do not form part of the National Curriculum. Where these therapies do not form part of the pupil's Education, Health and Care plan, these therapies will need to be funded by parental contribution, or other sources of funding e.g. Bursary or charity funding.

9 Residential Trips

9.1 There will be **no charge** for:

- Education provided on any visit that takes place during school hours:
- Education provided on any visit that takes place 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 religious education; and
    - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
    - Use of the school vehicles during the school day

The school **will charge** for:

Board and lodging (the charge will not exceed the actual costs).

10 Remission

10.1 When parents are informed about a forthcoming visit, it will be made clear that parents whose children are eligible for pupil premium funding due to free school meals eligibility checks will be exempt from paying the cost of board and lodging:

We may also, at the discretion of the Executive Head, use Pupil Premium funding to pay for the board and lodging element of residential trips where the pupils are in receipt of pupil premium and eligibility is not based on economic factors. The Governors have agreed that children who are not covered by the Remission Policy above may be subsidised in accordance with need, as identified by the Executive Head, so that no child is discriminated against. All applications for support/special consideration should be made direct to the Executive Head.

11 Calculating Charges

11.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, less any charitable funding or donations, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who are unable to or do not wish to pay.

12 Contacts for Further Information

Bidwell Brook School contact information:
01803 864120 www.bidwellbrook.devon.sch.uk

Ellen Tinkham School contact information:
01392 467168 www.ellentinkham.devon.sch.uk

The Department for Education (DfE)
0870 000 2288 www.education.gov.uk

The Education Funding Agency (EFA) - Bristol
0370 000 2288 www.education.gov.uk/b00199952/educationfundingagency

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