

Charging & Remissions Policy

Agreed as per GB minutes 10.2.16

Reviewed at PPF committee 25/01/19

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Charging and Remissions Policy

The Education Reform Act (1988) introduced new provisions on charging for school activities. The purposes of these provisions are:

- To maintain the right to a free school education.
- To ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost.
- To give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- to confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours.

1 Introduction

1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

1.2 Nursery provision. 15 hour nursery provision is government funded. 30 hours provision is available subject to the necessary eligibility code being obtained by the parents/carers. In certain circumstances i.e. where there has been a delay in obtaining the required code, 30 hour provision can be offered by the school but the additional 15 hours will be charged at cost (as per hourly rate confirmed by the LA) until all the necessary information has been received and verified.

2 Voluntary contributions

2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.

2.3 Subsidies from various sources e.g. school budget, PTA, voluntary organisations, will be considered to cover deficits.

2.4 Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.

2.5 If a parent wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the visit or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each visit is funded. The school provides this information on request.

2.6 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- educational visits which support the delivery of the National Curriculum;
- sporting activities;
- outdoor adventure activities;
- visits which enhance the delivery of the National Curriculum;
- musical events.

3 Residential visits

3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do make a charge to cover the costs of board, lodging and travel. Parents of children who receive free school meals are offered the option to make a reduced payment (see Remissions).

4 Music tuition

4.1 At present the London Borough of Newham provides free lessons for children in Years 5 and 6 through the Every Child a Musician scheme. This provision is currently under review.

5 Swimming

5.1 The school organises swimming lessons for pupils in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place. As swimming forms part of the National Curriculum, it is the expectation that every child participates.

6 Breakfast Club

6.1 The school offers breakfast each day before school and makes a charge to parents.

Remissions

In order to remove financial barriers from disadvantaged 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 in which charges will be waived. This will be at the Governors' discretion. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head teacher on behalf of the Governors. All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chair or Vice-Chair of Governors.

Families qualifying for remission or help with charges

Criteria for qualification for remission are given below:

Parents in receipt of:

- Income Support
- Income-based Jobseekers 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 (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

Additional categories of parents may claim help with some costs in some circumstances.

Damage/Loss to Property

- A charge will be made in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.
- A charge will be made in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

Policy Review

This policy will be reviewed on a 3 year basis. The next period of review will be Spring 2019.