

FRANCISCAN PRIMARY SCHOOL & CHILDREN'S CENTRE

Charging and Remissions Policy

Our vision is to provide an education of the highest quality within the context and understanding of shared values; care, consideration, cooperation, honesty, responsibility, respect and openness. Overall as a school we endorse UN Convention on the Rights of the Child (CRC) and this is at the heart of our school ethos: rights and respect in all relationships, whether between children or children and adults. We aim to empower children to engage in collaborative decision making and develop positive relationships on all levels across the school community.

1. Introduction

The charging policy has been compiled in line with DfE requirements and in accordance with sections 449-462 of The Education Act 1996.

2. Aims and Objectives

To set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents and carers.

To clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

3. Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.

4. Chargeable Activities

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 - Part of the National Curriculum.
 - Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
 - Part of religious education. (Note: This could include before and after school clubs run by the school).
 - Board and lodgings on residential visits (subject to remission arrangements). See below.
 - Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.
 - Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

5. School Trips

Day Trips

No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum (but also refer to *Voluntary Contributions* below).

Residential Trips

For residential trips which are essential to the National Curriculum, a charge will be levied for board and lodging only. However, pupils whose parents/carers are in receipt of certain benefits, as outlined under the Remissions Policy below, may receive a grant up to the full cost of the residential trip, as agreed by the Head teacher.

Voluntary Contributions

Where the school cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip.

Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

Contributions for day trips will usually range between £2.00 and £10.00 per child, per trip depending on the cost of admission and travel. Under no circumstances will the total contributions requested exceed the total cost of a trip.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance & Personnel Committee. For users connected to the school charges will be based on staff overtime costs or in exceptional circumstances be waived entirely (this to be agreed by the head teacher and Chair of the Finance & Personnel Committee). See separate Lettings Policy.

Other Charges

The Headteacher, Finance & Personnel Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

Remissions Policy

In order to remove financial barriers for 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 at a reduced charge to parents/carers. Franciscan Primary school must inform parents on low incomes and in receipt of one of the following benefits, of its Remission Policy:

- Income Support
- Income based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, providing that the Working Tax Credit is also not received and the family's income does not exceed the sum given in the Revenue and Custom rules.
- Guaranteed State Pension

This Policy will be reviewed on an annual basis by the Finance & Personnel Committee and approved by the Full Governing Body.

.....
Approved by the Governing Body on _____

Chair of Governors _____

Review Date: May 2016

