



Sharps Copse Primary School
Prospect Lane
HAVANT
Hants
PO9 5PE

Charging & Remissions Policy 2018 – 2020

Date:	27 th November 2018
Review Date:	September 2020
Responsibility:	Headteacher
Statutory, recommended or additional:	Statutory
Checked against Equalities Policy:	Yes
Linked Documents: Complaints Procedure and Data Protection, Health & Safety, Behaviour, Special Educational Needs, Educational Trips & Visits, Minibus, School Debt, Child Protection, Safeguarding and Whistle Blowing Policies.	

Chair of Governors: Mrs J. Towers	Date: 27 th November 2018
Headteacher: Mr M. Elsen	Date: 27 th November 2018

Charging and Remissions

The governing body cannot charge for activities unless it has drawn up a charging and remissions policy that takes account of its approach to equality, and, in the case of maintained schools, local authority policies.

The school cannot charge for activities that take place when the school is in session, excluding the break in the middle of the day. The exception is musical instrument and singing tuition for individual pupils or pupils in groups, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such an activity because his or her parents cannot or are unable to contribute. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The school must set out those circumstances when remissions apply.

Detailed information is available from:

[www.education.gov.uk<Schools<Administrationand finance<Schools financial management<Good practice.](http://www.education.gov.uk/Schools/Administrationandfinance/Schoolsfinancialmanagement/Goodpractice)

Information provided by DfE

Status: Statutory

Applicable to: Academies (Acad), Free Schools (including University Technical Colleges & Studio Schools) (FS), Maintained Schools (MS), Sixth Form Colleges (SFC), Further Education Colleges with 16-19 provision (FE), Pupil Referral Units (PRUs)

Purpose

The purpose of the policy is to ensure that, during the school day, all children at Sharps Copse Primary School have full and free access to a broad and balanced curriculum in line with the vision, aims, and values of the school.

The school day is defined as: **Year R** morning session 8.55 – 12.00,
afternoon session 12.55 – 3.15
Year 1 morning session 8.55 – 12.15,
afternoon session 1.05 - 3.15
Year 2 morning session 8.55 – 12.30,
afternoon session 1.20 – 3.15
Year 3 morning session 8.55 – 12.15,
afternoon session 1.05 – 3.10
Year 4 morning session 8.55 – 12.30,
afternoon session 1.20 – 3.10
Year 5 morning session 8.55 – 12.15,
afternoon session 1.05 – 3.10
Year 6 morning session 8.55 – 12.30,
afternoon session 1.20 – 3.10

Who/what was consulted?

The policy has been informed by A Guide to the Law for School Governors and DfE and local authority guidance on charging for school activities. Parents and carers, children, staff and the local community were consulted in formulating the policy.

Staff should be familiar with the Charging and Remissions Policy and Procedures Documents, which are available to all in hard copy format, located in the school's policy file retained in the bookcase outside the admin office and held electronically on the school's teacherspool network (Admin/Policies). In all cases staff should act in accordance with the school's Charging and Remissions Policy and Procedures Documents.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Breach or failure to observe the provisions of this document may lead to action being taken under the **School Disciplinary Procedure**, located in the school's policy file retained in the bookcase outside the admin office, electronically on the schools teacherspool network (ADMIN - Policies) and the electronic model copy in the Educational Personnel Service (EPS) Manual of Personnel Practices located at www.hants.gov.uk/education/eps/mopp-vol-1, a hard copy is also available on request from the admin office.

This procedure is issued in draft form to all staff and governors at Sharps Copse Primary School for review, consultation, advice and whole school ownership purposes before ratification, approval and finalisation by the Schools Governing Body.

Equality impact

This policy will ensure that charges and remissions are applied consistently and fairly at Sharps Copse Primary School, and that they enable all children to access provision regardless of their families' financial circumstances.

Roles and responsibilities of headteacher, other staff and governors

The headteacher will ensure that the following applies and that the information is available for parents or carers:

a) 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 children between the school and the activity. It excludes charges made for teaching an individual child or groups of children to sing or 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 child(ren), a charge may be made.

Voluntary contributions from parents and carers may be sought for activities during the school day which entail additional costs for educational visits. In these circumstances no child will be prevented from participating because their parents or carers cannot or are unable to make a contribution.

From time to time we may invite a non-school based organisation such as artist's, author's etc, to arrange an activity during the school day. Such organisations may wish to charge parents, who may if they wish, ask the headteacher to agree to their child being absent for that period.

b) Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day eg, specialist coaching for football, gymnastics, netball, film clubs etc. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

c) 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.

d) Residential Visits

Sharps Copse Primary School make a non-profit making charge for board and lodging, insurance and specialist instruction for this activity. Other charges will be made to cover costs when the number of school sessions missed by the children totals half or more of the number of half-days taken up by the activity. In such cases parents and carers will be told how the charges were calculated.

e) School minibus

Only the school's children, staff, parents or carers may travel at a charge in the school minibus. Charges can only be levied if the school has a permit issued by the LA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

f) 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 children participating, and is therefore non-refundable if a child is absent. However, if the school cancels the trip, visit or activity due to low voluntary contributions (**below 75%**), or because of an individual child's behaviour is cause for concern a full refund will be made.

There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through Pupil Premium funding, Looked After Children (LaC), voluntary contributions and fundraising. As much notice as possible will be given to parents or carers of the activity and the charge and, if they wish invited to enter into a payment plan with the school.

Best value will be sought in planning activities that incur costs to the school and/or charges to parents or carers.

Remissions

Funding provided by Pupil Premium is used by Sharps Copse Primary School to subsidise all children who attend residential trips.

Looked After Children (LaC) at Sharps Copse Primary School who participate in any activity are fully supported from this designated funding.

Transport for children attending residential trips will be fully funded by the school.

Arrangements for monitoring and evaluation

The Governing Body monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names), the source of those subsidies, and evidence of impact on children's learning.

Review

This policy will be reviewed **every 2 years** or sooner if required, and is readily accessible to parents, carers and school staff located on our schools website at www.sharpscopse.hants.sch.uk or as a hard copy on request from the school office.