



Longmeadow Primary School Charging and Remissions Policy

Policy Agreed: Spring 2017

Longmeadow Primary School Charging and Remissions Policy

The Governing Body believes that all children should have an equal opportunity to participate in curriculum activities regardless of the parent/carers ability to pay. This includes Day visits, swimming, contributions towards cooking etc.

Voluntary Contributions

When a day visit or activity is organised, the full cost of the trip or activity, including any admission costs and coach costs, is calculated. This cost is divided by the number of children in the year group and is the amount required from each child to balance the trip or activity. This process is also used for swimming. A letter is sent out to this effect stating that it is a 'voluntary contribution'. If insufficient contributions are received then the trip may be cancelled. In exceptional circumstances the school budget may be used to support a maximum of 20% of the cost.

Parents/carers experiencing financial difficulties should contact the headteacher as soon as possible.

Other activities during school hours

All children in Year 4 learn a musical instrument for a year which the school funds. If the parents/carers wish their child to continue into Year 5 and Year 6 this cost must be charged. The cost is based on a calculation of the hourly rate for the peripatetic teacher but is below the hourly rate charged by the music school and represents good value for money. A letter is sent to parents/carers of Year 4 pupils at the end of the summer term asking if they wish their child to continue. The cost for the new academic year will be indicated and parents make a commitment for the forthcoming autumn term before the contracts are finalised for the peripatetic teachers.

Parents/carers are charged on a termly basis and reminded that a half terms notice is required if their child discontinues with the lessons, to enable contract changes to take place if required.

This is not a voluntary contribution. If a child is in receipt of Free School Meals the parents/carers have the opportunity to apply for remission of music fees.

Out of school clubs run by outside agencies

Charges are also made for children to attend out of school hours clubs run by outside agencies e.g. trampolining, gymnastics. These are not run by the school and therefore remissions do not apply.

Residential Journeys

Residential Journeys are offered in Year 4 and Year 6. This cost is charged to parents/carers. If a child is in receipt of Free School Meals the parents/carers may ask the school to contribute to the cost from the Pupil Premium budget.

If the activity takes place wholly or mainly in school hours, and/or is provided as part of the syllabus in order to fulfil statutory duties relating to the National Curriculum then the costs may be remitted if the parents/carers are in receipt of any of the following;

- Income Support
- Income based or contributory Jobseekers Allowance
- Working Tax Credit
- Disability Working Tax Credit

Breakfast Club/After School Club

The school runs a Breakfast and After School Club (Bitesize Club). Parents/carers pre book and pre pay for the sessions required. Any pre booked sessions not taken are non refundable unless there are exceptional circumstances which must be discussed with the Bitesize Club manager or the headteacher. There is a charge for the breakfast club and a two tier charge for the after school club, the higher charge includes the cost of a hot snack. Contact the Bitesize Manager for current charges.

Pupil Premium Grant

Governors have agreed a trial in 2016-2017 of a Parental Allowance of £100 for each eligible child. Parents/carers are written to and given the opportunity to indicate to the school how they wish to apply their use of the allowance from given options: school uniform trips, swimming, extra-curricular clubs, school dinners, Bitesize Club. Governors will review the impact and effectiveness of the trial in Summer 2017.

Remissions

Any conversations between parents/carers and the headteacher regarding remissions will remain confidential.

Refunds

The school is not permitted to make a profit on trips or journeys. If the school makes an unexpected surplus a refund is considered. This is based on 5% or more of the total cost per child or £5 whichever is the lower. Surpluses will be reimbursed in round amounts only e.g. £5 not £5.29. Where the refund is offered the letter puts the responsibility on the parent/carer to collect it from the office within 2 weeks otherwise the money will be put into School Funds.

APPENDIX C

THE COUNTY COUNCIL'S CHARGING AND REMISSIONS POLICY

The Charging Policy

The Authority's policy is to charge for the following areas of activity as permitted under the Education Act 1996:

- board and lodging on residential visits
- costs associated with individual tuition in playing a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum
- optional extra activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination, and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education, participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made
- the cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours
- the cost of re-sits of prescribed public examinations where no further preparation has been provided by the school
- the cost of entering a pupil for a second public examination when preparation by the school enables the pupil to take more than one examination
- the cost of any scrutiny of examination results if so requested by parents
- the cost in cash or in kind of ingredients and materials needed for practical subjects such as home economics and craft, design and technology, if parents have indicated in advance a wish to own the finished product.

The Remissions Policy

- The charge for the board and lodging costs of a residential visit, where the education on that visit must otherwise be provided free, will be remitted in the case of pupils whose parents or guardians are in receipt of:
 - Income Support
 - Income-based Jobseeker's Allowance
 - Working Tax Credit
 - Disabled Working Tax Credit

For example, if the activity takes place wholly or mainly in school hours, and/or is provided as part of the syllabus for a prescribed public examination, or is required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

- The Authority operates a remission policy in relation to individual tuition in playing a musical instrument. Details of the current scheme are available from Brenda George, Hertfordshire Music Service on 01582 830380/81. Financial Handbook for Schools Hertfordshire County Council Part IV: Guidance - Section 11 Page 290 RESO3527- Issue 3 : April 2003