

# SIDEMOOR FIRST SCHOOL AND NURSERY



## CHARGING AND REMISSIONS POLICY

The legal framework relating to charging, voluntary contributions and remissions is set out in sections 449-462 Education Act 1996. The basic principle governing the making of charges is that no charge shall be made for the provision of education to a registered pupil at a maintained school during school hours. The Governing Body of Sidemoor First School recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences, can make toward pupils' personal and social education. We aim to promote and provide such activities, both as part of a broad and balanced curriculum and as additional optional extras. The funding details are described below. The Governing Body will review the details of the policy as set out below on a regular basis.

The governing body has determined this policy in order to ensure that the funds at its disposal will be used to support the essential elements of the curriculum equitably for all pupils.

### Voluntary Contributions

The governing body of Sidemoor First School may request voluntary contributions "for the benefit of the school or any school activities". These voluntary contributions will be sought for:

- Transport to off site activities;
- Transport / swimming costs;
- Visits to museums, theatres etc;
- Activities additional to the basic National Curriculum

There is no obligation on parents to make a contribution and pupils will not be treated differently according to whether or not their parents have made a contribution. If insufficient voluntary contributions are made for an activity, the school then has to decide whether they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled. If an activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.

### Optional Extras

These are activities which are not essential for the school curriculum and also take place wholly or mainly, according to the definition of the Education Act 1996, outside school hours. Parents will be charged the full cost for each pupil taking part in such activities.

### Swimming

No charge may be made for swimming under the provisions of the 1996 Education Act if the activity takes place within school hours. However, the school may seek voluntary contributions for this and other activities (as stated above).

### **Residential Educational Trips**

If half or more of an educational activity (including travelling during school hours) falls during school hours then all the activity is to be treated as if it took place during school hours, so no charge may be made. If less than half of the activity and travelling time is in school hours all the activity is deemed to take place out of school hours. A charge may be made for board and lodging provided for a registered pupil at a maintained school on a residential trip. The board and lodging charge should reflect the cost of board and lodging and should be agreed with the pupils' parents prior to the trip.

Charges for board and lodging will not be made if:

- a) the education provided on that trip cannot be charged for and
- b) the pupil's parents are in receipt of Income Support (IS); Income Based Jobseekers Allowance (IBJSA); 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 Her Majesty's Revenue and Customs); State Pension Credit, where the parent is in receipt of the guaranteed credit; and Income Related Employment and Support Allowance.

Sidemoor First School organises a residential opportunity for pupils in Year 4 to enhance the curriculum. This visit cannot be funded without parental contributions. The school will provide for remission of board and lodging charges for pupils in receipt of the Pupil Premium Grant.

### **Non-Residential Daytrips**

Education provided on such trips is normally legally deemed to fall within school hours. Therefore, no charge could be made for either the education provided or any associated transport. The school may seek voluntary contributions for such activities.

### **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may now be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

### **Leasing Charges**

Leasing charges can only be made for instruments, sheet music, etc. in respect of music tuition for which charges may be made. Otherwise, they should be provided free of charge as being incidental to music tuition for which no charge may be made

### **Nursery Charges**

All three and four year olds are currently entitled to 15 hours a week of free Early Years provision for 38 weeks of the year. Schools receive funding to cover the cost of making this provision from the local authority through the Early Years single funding formula. A school's Governing Body can make additional provision available to its pupils (and other children) as part of the community services.

### **Remissions**

Where children attract the Pupil Premium Grant some charges and/ or contributions may be waived or subsidised as appropriate. The Governing Body may additionally remit all or part of such charges in special needy cases, determined at their discretion, but undertakes no obligation to do so. Applications should be made to the Headteacher and will be reported anonymously to the Governing Body.

This policy will be reviewed annually by the Finance Committee.  
MFJ

**Sidemoor First School: January 2016**

**Agreed by Governors' Finance Committee in January 2016**

**Policy Review: Autumn 2017**