



# Huxley C.E. & Utkinton St. Paul's C.E. Primary School

## Charging & Remissions Policy

"Developing confident children through creativity and choice within a Christian community"

"Enabling every child to fulfil his/her potential in a nurturing Christian environment"

### Introduction

The purpose of this policy is to ensure clarity over activities and items which the school will provide free of charge and those where there may be a charge.

Huxley C.E. Primary and Utkinton St. Paul's C.E. Primary are committed to ensuring that all children have access to activities, trips and resources which will enrich their school experiences and will provide support with payments as necessary regardless of family income and subsidise charges as necessary.

### Definition

The school day is defined as:

8.45 - 3.15pm at Huxley C.E. Primary School

9am - 3.30pm at Utkinton St. Paul's C.E. Primary School

### Agreed procedures relating to charging

#### **Activities during the school day**

All activities that are a necessary part of the National Curriculum or the Religious Education syllabus will be provided free of charge. This includes any materials, equipment and transport to take pupils between school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument unless it is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), i.e. if a parent requests musical tuition for the child(ren) through Music4Life, they will be expected to pay the cost unless otherwise agreed with school in advance.

Voluntary contributions are requested for activities during the school day which entail additional costs, for example, visits out of school or visitors coming into school. In these circumstances no pupil will be prevented from participating in school day activities because his/her parents/carers cannot or will not make a contribution.

#### **Activities outside of the school day**

Charges may be applied to optional, extra activities provided outside of the school day, for example, weekend workshops or for Early Starter Sessions on offer before school and The Den after school care at Utkinton.

#### **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 i.e. 50% or more of the time. Conversely, if the larger proportion of time spent falls outside of the normal school day, charges may be made. When such activities are arranged, parents/carers will be informed of how charges are calculated.

#### **Residential Trips**

Charges will be made for board and lodging but will not exceed the actual cost.

#### **Use of the school minibus**

There is a cost of 60p per pupil, per day for using the school minibus service of transporting children to school (unless that LA has a statutory obligation to provide transport for a pupil).

When the school minibus is used to provide transport for visits/residentials, depending upon the distance of the journey, a small cost may be factored into the voluntary contribution requested.

### **Calculating charges**

When charges are made for any activity/visit, whether during or outside of the school day, they will be based on the actual costs incurred divided by the total number of pupils participating. The principles of best value will be applied when planning activities that incur costs to the school and/or parents/carers. There will be no extra charge imposed on those who can pay to support those who cannot or will not pay. Support for cases of hardship will come through School Funds.

The school will make it clear to parents/carers from the outset if a visit is dependent upon voluntary contributions but will also ensure that parents/carers are under no obligation to make any contributions. In the unlikely event that insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from an alternative source then it must be cancelled.

### **Eligibility for support**

Parents/carers who are eligible for support are those who are currently in receipt of Free School Meals (income based rather than Universal FSM) or are classed as Ever6 and would qualify for the Pupil Premium grant. Looked after children also qualify for Pupil Premium.

Parents/carers could qualify for Free School Meals if they meet any of the following criteria:

- Income support (IS);
- Income Based Jobseeker Allowance (IBJSA);
- Income-related Employment and Support Allowance Support under part VI of the Immigration and Asylum Act 1999 Child
- Tax Credit and have an annual income (as assessed by HMRC) that does not exceed £16,190 ;
- The Guarantee element of State Pension Credit;
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit;
- Universal Credit.

**Working Tax Credit** - if parents or a partner are receiving Working Tax Credit, regardless of income, they will not qualify for free school meals.

See <https://www.gov.uk/apply-free-school-meals> for further details relating to criteria.

School strives to ensure that parents/carers are sensitively kept informed about any funding that may be available to them and discussions relating to individual family's financial circumstances are confidential.

### **Monitoring**

- The Head teacher and Senior Teacher will ensure that staff are familiar with and correctly apply this policy so that all children are given the opportunity to access all activities that the school offers.
- The Governing body will review the policy annually with amendments made as necessary.

**This Policy has been written in accordance with the DfE's 'Charging for school activities' guidance issued in May 2018 and should be read in conjunction with the Pupil Premium Policy.**

Headteacher: *Gareth Coyne*

Governor (Huxley) \_\_\_\_\_

Governor (Utkinton) \_\_\_\_\_

**Date:** *February 2019*

**Review Date:** **Spring 2020.**