



Charging & Remissions Policy

May 2016

1. Introduction

All pupils at schools operated and managed by St Piran's Cross Church of England Multi Academy Trust should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) regardless of their parents' financial means. This charging and remissions policy describes the circumstances in which charges will be levied and how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. This policy has been informed by the Governors handbook 2014 and the DfE "Charging for School Activities" (October 2014).

2. No charges will be made for:

- a) admissions;
- b) education provided during school hours (including the supply of any materials, books or other equipment);
- c) education provided outside school hours **if** it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- d) instrumental or vocal tuition for pupils learning to play musical instruments (or singing) **if** the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- e) education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education, (a voluntary contribution may however be requested to help towards the cost of travel and/or other expenses associated with the event or trip – see section 6 of this policy);
- f) entry for a prescribed public exam, if the pupil has been prepared for it at the school and examination re-sit(s) if the pupil is being prepared for the resit(s) at the school;
- g) school meals for children who are entitled to free school meals or infant free school meals;
- h) transport during school hours to school-organised activities.

3. Charges may be made for:

- a) books and materials that the parent wishes the child to keep (the cost will be made clear to parents before any charge);
- b) non-residential activities (other than those listed in section 1c) above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours);

- c) costs for residential activities such as board and lodging during school time. However, pupils whose parents are in receipt of certain benefits (see section 8 below) may not be charged for board and lodging costs;
- d) dinner money for pupils not on free school meals. The cost of such meals will be set by the Academy Trust and shall be payable daily. Parents who fail to provide their child's dinner money will be contacted and requested to provide a packed lunch;
- e) wilful damage by a child or parent to school or third party property/ equipment
- f) school photographs. A photographer will visit the school annually and parents will be sent proofs of the photographs of their child which they can purchase if they wish; there is no obligation to buy;
- g) Breakfast Club/After School clubs;
- h) music or vocal tuition (other than tuition listed in section 1d) above; see section 7 below for more information); and
- i) optional extras (see section 4 below).

4. Optional Extras

In addition to the charges that may be made in section 3 above, the school may charge for some optional activities. These include:

- a) education provided outside of school time that is **not**:
 - part of the National Curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - part of religious education;
- b) examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- c) transport that is not taking the pupil to the school or to other premises where the school has arranged for the pupil to be provided with education;
- d) board and lodging for a pupil on a residential visit;
- e) theatre company visits to the school;
- f) swimming instruction and travelling expenses to the pool;
- g) early morning sports clubs where a fee is payable to a sports coach company running the group;
- h) the cost of day trips other than those set out in section 1 above;
- i) individual or group music tuition;
- j) cycling proficiency;
- k) breakfast or homework clubs; and
- l) childcare

5. Cost of Optional Extras

The head will decide when it is necessary to charge for optional activities. When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. In addition, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate e.g. for the cost of any supply teachers to replace teachers on any residential trip.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will seek the agreement of parents before organising the provision of an optional extra where charges will be made. **The school has the right to cancel an activity or visit if insufficient voluntary contributions are made.**

6. Voluntary Contributions

The school may ask for voluntary contributions for general funds and/or to fund activities that will enrich pupils' education including any activity that takes place during school hours and school equipment. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents. There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

7. Music Tuition.

Charges for music tuition will 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).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument but will not exceed the cost of the provision.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

The school is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals. This is managed via the Cornwall Music Trust and a subsidy application.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

8. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the school will offer some activities and visits at a reduced charge to parents in particular circumstances. Families who need assistance with charges must first speak to the Head who will authorise any remissions. Any discussions or decisions made will be confidential. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given to parents in receipt of:

- Income Support;
- Income-based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit [and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,105 (financial year 2015/16);]
- the guaranteed element of State Pension Credit;
- Income related employment and support allowance; and
- Universal credit in prescribed circumstances.

9. Further assistance

Where possible, the school will assist parents by:

- publishing a list of visits and their approximate cost at the beginning of the school year so that parents can plan ahead;
- establishing a system for parents to pay in instalments for residential visits and more expensive trips;
- arranging a system so that parents can pay in instalments beyond the date of a trip, where such trip is organised at short notice;
- avoiding offering opportunities on a "first pay, first served" basis as the school recognises that this potentially discriminates against pupils from families on lower incomes.

10. Refunds

If the school has over-charged or there are any amendments to the cost of a trip/event, the school will reimburse parents as long as the sum is greater than £3.00 per pupil. Parents will be informed from the out-set in writing if any deposits paid for extra-curricular school trips are non-refundable.

11. Review

The Academy Trust will monitor the impact of this policy by receiving a termly financial report from the school on those activities that resulted in charges being levied, the subsidies awarded and the source of those subsidies. The Academy Trust will evaluate the impact of the extended services on those pupils most in need of additional support.

12. PREVENT Statement

The St Piran's Cross CE MAT of Schools is fully committed to safeguarding and promoting the welfare of all its pupils. Every member of staff recognises that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. The Tackling Extremism and Radicalisation Policy sets out our beliefs, strategies and procedures to protect vulnerable individuals from being radicalised or exposed to extremist views, by identifying who they are and promptly providing them with support. Please see the Trust's PREVENT policy for more details.

DATE REVIEWED: April 2016