

Mount Pleasant Primary School

CHARGING AND REMISSIONS POLICY

Introduction

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

The policy has been informed by the LA policy and the DfE guidance and compliments the school's Charging for School Activities Policy, Lettings Policy.

Definition

The school day is defined as: 8:55 am – 3:00pm. The midday break does not form part of the school day.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Policy statement

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 pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to 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 pupil(s), we will make a charge in the form of voluntary contributions.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities].

Optional activities outside of the school day

We will charge in full for optional, extra activities provided outside of the school day, for example an evening theatre visit, PGL. Such activities are not directly part of the National Curriculum or religious education nor are they part of an examination syllabus.

Children not collected at the end of the school day

A charge will be made for childcare for any child not collected by 3.15 p.m. The charge will be for the member of staff who provides the care and administration time (both at overtime rates).

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.

Residential Visit

Charges will be made for board and lodging.

Minibus

Travel in the school mini-bus is free, as all expenses are covered by School Funds.

A charge will be added to visits where the school minibus is used to supplement coach hire or is used in addition to further minibus hire. The charge will be in line with the LA day rate.

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 pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through School Funds.

Parents who would qualify for support are those who are currently or have ever been in receipt of Free School Meals.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Eligible benefits

Parents who are in receipt of Free School Meals or qualify for pupil Premium may be entitled to support for some of the charges. You would qualify for Free School Meals if you meet the following criteria:

- Income support
- Income-based Jobseekers Allowance
- Employment and Support Allowance – Income related
- Pension credit guaranteed
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual gross income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190.

See www.dudley.gov.uk for current criteria.

All discussions relating to individual family's financial circumstances will be confidential.

Malicious Damage

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.

Date the Policy was approved by Governors: - October 2016

Date for next review: September 2017

Contact: Mrs J Hartill (Headteacher) Mr Stewart Jarvis (Chair of the Governing Body)