

# Netherton Moss Primary School

## (DRAFT) CHARGING AND REMISSIONS POLICY

### 1. Admissions

There is no charge for admissions.

### 2. School meals

There is no charge for children from Reception to Year 2. Pupils in Year 3 to Year 6 who are not entitled to Free School Meals and pupils who utilise a full time place in the Nursery, will be charged a daily amount set by the Local Authority.

### 3. Activities that take place during school hours (this does not include the lunch hour in the middle of the school day)

There is no charge for activities during school hours.

There is no charge for transport during school hours to school-organised activities.

#### **We may charge for:**

- books and materials that the parent wishes the child to keep or has failed to return (the cost will be made clear to the parents before being charged)
- optional extras (**section 4**)

### 4. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, *including sports matches against other schools*
- part of the school's basic curriculum for religious education.

#### **Optional extras**

**The school will charge for optional extras. Optional extras are:**

- education provided outside of school time that is **not**:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) part of religious education
- transport that is not taking the pupil to school or to other premises where the local authority or Governing Body has arranged for the pupil to be provided with education such as the cost of a coach.
- board and lodging for a pupil on a residential visit such as CHET and Rock & River.

**The Headteacher will decide when it is necessary to charge for optional activities.**

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 (**section 9**).

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 requested by the parent.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

#### 5. **Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 4**.

#### 6. **Residential activities**

**Our school will not charge for:**

- education provided on any visit that takes place during school hours
- education provided on any visit 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 religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

**Our school will charge for:**

##### **Board and lodging**

When any visit has been organised by the school, where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. *We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not.* The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 9** for more guidance on remissions).

## **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

## **Activities**

The school may charge for residential activities that fall **outside** of school hours (**see section 4**).

## **7. Clubs**

We are dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide high-quality learning opportunities, increasing pupil engagement particularly with sports.

*Clubs at Netherton Moss include:*

*Dance, Football, Minecraft, Eco, Chess*

*Homework, Drama and Change for Life.*

If any charges are made, the total will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **8. Damage to property and breakages**

Where school property has been wilfully or recklessly damaged by a student *or parent* the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges are made will be decided by the Headteacher and dependent on the situation.

## **9. Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Body and Headteacher.

#### 10. Voluntary contributions

- Parents may be invited to make a voluntary contribution for the cost of the trip.
- Any child whose parents cannot afford to pay will be included in the trip.

However, in some cases trips may have to be cancelled if insufficient contributions are made. 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.

- Any child, who has paid for the trip and on the day is ill or has a genuine reason for not going, will be refunded in full. 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.

#### 11. Inability or unwillingness to pay

Netherton Moss is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

#### Notes:

Any reference to 'Parent' or 'Carer' means anyone with parental responsibility for the child.

More than 60% of Netherton Moss Primary School's children are classed as 'deprived pupils'.

School activities and trips are heavily subsidised by Netherton Moss School Fund (money raised during the school year at fairs etc.) and Pupil Premium.

In the writing of this policy Netherton Moss Primary School referred to the Department for Education guidance, *'Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities. (May 2018)'*

Diane Jackson

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