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## JOHN MAYNE CHURCH OF ENGLAND PRIMARY SCHOOL

### Charging and Remissions Policy

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References:	Kent School Governance Unit model policy for charging and remissions A guide to the law for school governors
To be read in conjunction with	<ul style="list-style-type: none"><li>• Lettings Policy</li><li>• Finance Policy</li><li>• Anti- Fraud Policy</li><li>• Whistleblowing policy</li></ul>
Governor Agreement	



## **Introduction**

As a Christian school, John Mayne Church of England Primary School is committed to providing a high quality, relevant and engaging curriculum for its pupils. Learning beyond the classroom is seen as highly desirable and educational visits will be arranged to enable the curriculum to be taught in an effective way. Attendance of such visits is expected as children will otherwise miss out on significant experiences and beneficial follow up work. This policy sets out how charges and remissions are decided in order to enrich the curriculum and be inclusive.

For pupils at John Mayne Church of England Primary School it is the intention to:

- Maintain the right to free school education during the school day
- Enable all pupils to take advantage of the activities provided by the school
- Ensure that activities offered in school time should be available to all pupils regardless of their parent's ability or willingness to help meet the cost
- Identify those activities for which a cost may be levied
- Determine which charges will be remitted for parents experiencing hardship
- Invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours
- Ensure that the responsibilities for the charging policy are clearly and appropriately allocated
- Ensure that the operation of the charging and remissions policy is systematically reviewed and the findings acted upon.

The school day is defined as Mondays to Friday during school terms.

Morning sessions 8:45 am– 12:15pm and

Afternoon sessions 1:05pm to 3:15pm

## **Relationship to other school policies**

The policy complements the school's single equality scheme, curriculum policy and teaching and learning policy and community cohesion policy.

## **Resources**

- Normal school budget: Expenditure for trips and other activities should be estimated for the year and included in the annual budget allocations under the heading E19 (Learning resources). Income from voluntary contributions and donations should also be estimated and included in the budget under the headings I 12 (Income from contributions to trips including swimming) and I 13 (Donations/ private funds).
- It is taken that costs for additional trips and activities will normally be met from voluntary contributions and where this falls short, activities may have to be cancelled as a last resort.



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- Charges per pupil cannot exceed the actual costs incurred which means that parents who can pay should not be charged extra to cover the costs of those who cannot afford to.
- If the school runs activities during the school day for which it would need contributions from parents, it can invite voluntary contributions. However, no child should be excluded from such an activity because his or her parents cannot or will not contribute.
- The school can apply to the John Mayne Trust for funding to assist in particular cases
- Funding for some events is met on request by PTA funds

### **Responsibilities**

Authority for the day to day charging and collection of money will be devolved to the Headteacher who will determine the proportion of costs of an activity to be charged to public or non-public funds. Staff organising activities must do so within the provisions of this policy. The Headteacher has the responsibility for monitoring and evaluating the implementation of this policy.

A breakdown of the costs of an activity will be given to parents for each event. Income and expenditure for additional visits and activities will be recorded by office staff to monitor the level of voluntary parental contributions to balance against costs.

### **Monitoring and evaluation**

The Headteacher will monitor the implementation of this policy and will report to the governing body as part of the normal monthly budget monitoring.

### **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 individual pupils or groups of up to four pupils to play a musical instrument unless this is part of the initial experience of learning an instrument which is part of the KS2 wider opportunities in music initiative.

Voluntary contributions will be requested for activities during the school day which entail additional costs such as:

- Educational visits
- Individual or small group music tuition
- Swimming
- Visiting theatre companies or artists
- Clubs run by outside providers
- Bikeability training.

In these circumstances no pupil will be prevented from participating because his or her parents cannot or will not make a contribution. Children of parents who do not make a



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contribution will not be treated any differently. If a particular activity cannot take place without parental contributions this will be explained at the planning stage. As a last resort an activity may be cancelled if not enough voluntary contributions are collected.

### **Outside of the school day**

We will charge for optional extra activities provided wholly outside the school day such as Breakfast Club, after school activities incurring costs and social activities eg bowling or ice-skating, provided that:

- Such activities are not an essential part of the National Curriculum or Religious Education
- They are not part of any examination syllabus.

Participation in the optional extra activity is on the basis of parental choice and willingness to meet the charges.

### **Education partly outside the school day**

If a non-residential activity happens partly in and partly outside the school day 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 Visits**

Special rules apply to residential trips. A trip counts as falling in school time if the number of school sessions missed by the pupils amounts to half or more of the number of half-days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into two half days beginning at noon and midnight. A trip from 9:00am on Friday to 12:00am on Monday counts as seven half days, three of which are in school time. This would be classified for charging as taking place out of school time.

If a **residential trip takes place largely during school time** and is to do with the national curriculum or religious education, no charges may be made for either the education or for the cost of the travel. However, charges can be made for board and lodging except for pupils who are receiving:

- Income support
- Income based job seekers allowance
- Support under part 6 of the Immigration and Asylum Act 1999
- Child Tax credit (provided that they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue and Customs, that does not exceed the sum given in the Inland Revenue and Customs Rules)
- The guaranteed element of the State Pension Credit
- Income related employment and support allowance (that was introduced on 27 October 2008)

The Headteacher should advise all parents of the right to claim free activities if they are receiving these benefits.



If a **residential trip takes place largely out of school time** and is an optional extra, participation is on the basis of parental choice and a willingness to meet the charges. Such charges should reflect the costs involved per pupil and may include an element for:

- A pupil's travel costs
- Board and lodging
- Materials, books and other equipment
- Staff and instructor costs
- Entrance fees to places of interest
- Insurance costs.

### **Swimming**

The school requests a voluntary contribution for swimming tuition and travel costs.

The costs are detailed in the initial letter to parents which is sent out well in advance. It is made clear that although these contributions are voluntary, swimming tuition may have to be cancelled if there are insufficient contributions to cover the costs.

No pupil will be left out of an activity or treated any differently because his or her parents are unable or unwilling to pay, but if insufficient contributions are received swimming will have to be cancelled.

### **Musical instrument tuition**

Charges can be made for individual or small group vocal or instrumental tuition that occurs during the school day provided it is not an essential part of the national curriculum or first access to the KS2 wider opportunities in music programme.

### **Breakfast Club**

Breakfast Club is an optional facility for children and takes place before the school day. A charge is made on a daily basis to cover food costs and contribute to staff costs. Parents need to book and pay in advance through the school office, these charges are non-refundable.

### **After School Club**

After School Club is an optional facility for children and takes place after the school day. A charge is made to cover staffing and food costs at a rate in line with other commercial providers. Parents need to book and pay in advance through the school office, these charges are non-refundable.

### **Voluntary contributions**

The school may seek voluntary contributions from parents that include the costs for accompanying staff but:

- Such contributions are genuinely voluntary and there is no obligation on a parent to make any contribution



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- Pupils will not be treated differently according to whether their parents have made a contribution or not
- Parents will be informed of the level of contribution and whether the activity could take place if parents were reluctant to support it.

There is no upper limit on the level of voluntary contributions sought.

### **Calculating charges**

Charges will be calculated 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 cannot. The principles of best value will be applied when planning activities that incur costs to parents or the school.

Support for cases of hardship will come through voluntary contributions and fundraising.

### **Remission**

It is the policy of the governing body:

- To delegate to the Headteacher the determination of any individual case arising from the implementation of the policy

Complete remission of board and lodging charges is available to pupils whose parents receive income support or family credit if an activity takes place in school hours, or is out of school hours but covered by requirements relating to prescribed examination syllabuses or duties relating to the National Curriculum or Religious Education.

The remissions policy must be kept under review by the governing body by whom it was determined.

### **Pupil Premium**

The Pupil Premium is government funding given to schools to support children from families who are or have been in receipt of Free School Meals. A summary of how the school uses this money is posted on the school website.