



## WEST TYNE FEDERATION OF SCHOOLS

### Charging and Remissions Policy

Our Vision.....

"Alone we can do so little, together we can do so much: Helen Keller

Our Mission.....

Our mission is founded on Christian beliefs and values to serve our local communities and wider community through providing the best possible education in the West Tyne Federation.

The Federation is committed to the personal development of all involved and aim to provide life- long learning.

We aim to provide extended facilities in both our schools in order to support each child on their learning journey.

We believe this policy relates to the following legislation:

- Education Reform Act 1988
- Education (Prescribed Public Examinations) Regulations 1989
- Education (Pupils' Attendance Records) Regulations 1991
- Education Act 1996
- Education (School Sessions, Charges and Permission Policies) (Information) (England) Regulations 1999
- Education Act 2002
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
- School Information (England) Regulations 2008
- Education and Inspections Act 2006

#### Introduction

This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school budget.

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 Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, visits and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## **Charging Policy**

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

## **Charges**

No pupil should have his/her access to the curriculum limited by charges. However, the Federation reserves the right to levy a charge in any circumstances permissible under statute as detailed below.

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

## **Activities Outside School Hours**

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours. This includes residential visits; a charge will be made for the cost of board, lodging (including that of necessary supervisory staff) and travel costs (subject to statutory exceptions). The cost will not exceed the actual cost of provision. When we inform parents about a forthcoming residential, we will make it clear that children entitled for Pupil Premium will be able to access subsistence.

## **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.

## **Individual/Group Instrumental Tuition**

Providing that the teaching is not an essential part of the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school, charges may be made for tuition in playing a musical instrument, for either an individual pupil or groups of up to four.

## **Swimming**

The school organises swimming lessons for all pupils except for Reception. These take place in school time and are part of the National Curriculum. We make no charge for the swimming lessons, however, due to a severely restricted budget, the Federation will ask for a voluntary contribution to support this activity. Insufficient voluntary contributions may result in this activity being cancelled. We will refund all contributions if this activity is cancelled and if a child is absent due to illness.

## **Breakfast and After School Club**

A Breakfast Club is held during the school week from 7.45am to 8.45am

Parents may apply for a place for their child(ren). Current charges are available on the website and from Club staff.

**Damage to School Property**

In cases of wilful or malicious damage to school property, including the loss of books and equipment on loan to pupils, the Head of School, in consultation with the Chair of the Governing Body, may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion. The charge is based on the replacement cost.

**Voluntary Contributions**

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. The contributions will not exceed the actual cost. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

**General**

The Governing Body may, from time to time, amend the categories for which a charge may be made. The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

**Remissions Policy**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at a reduced charge to parents in particular circumstances.

In other circumstances, the Governing Body will invite parents to apply in confidence to the Head of School for the remission of charges in part. The Head of School, in consultation with the Chair of Governors, will make authorisation of remission.

Signed: ..... Date: .....

Review Date: .....