

St. Luke's School
Policies, Guidance & Procedures

St Luke's School

Charging and remissions

policy

Date for review **1 September 2019**

Purpose

The policy is cross-referenced to the complaints procedure, and the data protection, health and safety, pupil discipline, special educational needs and whistle blowing policies.

Equality impact

This policy will ensure that charges and remissions are applied consistently and fairly, and that they enable all pupils to access provision regardless of their families' financial circumstances.

The policy has been informed by A Guide to the Law for School Governors and DfE and local authority guidance on charging for school activities.

Relationship to other school policies

The policy complements the school's equal opportunities and child protection policies.

Equality impact

This policy will ensure that no child suffers from unfavourable treatment because of their parents' financial position.

Roles and responsibilities of headteacher, other staff, governors

The headteacher will ensure that the information is available for parents

What is a charge and what is a voluntary contribution?

- A **charge** is where the parent/carer is expected to pay the cost for the activity/ event, where it is the policy that no profit will be made by the school.
- **Voluntary Contributions** are made by parents/carers. Voluntary means that the parent/carer is not expected to pay the full cost of the activity/event. In the information given to parents/carers regarding the activity/event, the proportional cost to the school will be made clear.
- Teachers and Teaching Assistants will endeavour to find additional funds through e.g. their class budget, fundraising to make up any shortfall as a result of voluntary contributions not being enough to make the activity/event viable. However, should the cost of the trip not be viable as a result of voluntary contributions and fundraising etc., then the school will need to cancel the activity/event and refund all monies paid. Particular consideration must be made when a deposit is required to secure a trip/event (e.g. a residential trip). If the deposit is non-refundable – parents must be clearly informed of this before the school accepts any monies.
- Those parents/carers wishing to access financial support from the school to ensure their child is included in an activity/ event/ trip, they must write to the Headteacher to formally request any financial support.
- The funds of the school are limited. As a result, we are likely to decline parents/ carers to request financial support for more than one residential trip.

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 pupils to sing or 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), a charge will be made.

Upper school: There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- *the examination is on the set list, but the pupil was not prepared for it at this school*
- *the examination is not on the set list but we arrange for the pupil to take it*
- *a pupil fails without good reason to complete the requirements of any public examination where the governing body or the LA originally paid or agreed to pay the entry fee.*

Voluntary contributions may be sought for activities during the school day which entail additional costs e.g. school trips to local areas of interest; transport and entry fees. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. **However, should the cost of the trip be prohibited due to a lack of funds, then the trip may be cancelled.**

From time to time we may invite a non-school based organisation such as theatre groups, to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example after school clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

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. (**Voluntary contributions may be sought for activities during the school day which entail additional costs e.g. school trips to local areas of interest; transport and entry fees.**) 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.

Residentials

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based Jobseeker's Allowance, where **voluntary contributions** will be requested.

Other **charges** will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

School mini-bus

Only the school's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued by the LA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

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. Support for cases of hardship will come through voluntary contributions and fundraising. As much notice as possible will be given to parents of the activity and the charge.

Best value will be sought in planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy.