



**KING'S MEADOW SCHOOL**

## **CHARGING AND REMISSIONS POLICY**

**STATUS:** Statutory

**PURPOSE:** The purpose of the policy is to ensure that, during the school hours, all children have full and free access to a broad and balanced curriculum – as informed by A Guide to the Law for School Governors.

'School hours' are those when the school is actually in session (as included in the prospectus) and do not include the break in the middle of the school day.

### **RELATIONSHIP TO OTHER SCHOOL POLICIES**

The policy complements the equal opportunities policy, teaching and learning policy and the educational visits policy.

### **ROLES AND RESPONSIBILITIES OF THE HEADTEACHER, OTHER STAFF AND GOVERNORS**

The Headteacher will ensure that the policy is implemented by teaching staff, working with the office staff - who oversee the collection of contributions. The implementation of the policy will be monitored, and the policy reviewed by, the Curriculum and Resource Governor Committees.

### **MAIN PRINCIPLES:**

Education during school hours and voluntary contributions

Education outside school hours and charging

Education partly during school hours

Residential activities

## **A: EDUCATION DURING SCHOOL HOURS**

### **Main Principles**

- 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 provided in school hours by the LA or the school to take pupils between the school and an activity.
- It *excludes* charges made for teaching an individual pupil or groups of pupils to play a musical instrument. New regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition. Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the national curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).
- Charges will be made for the supply of ingredients and materials for practical subjects if the parents have indicated a wish to own the finished product or if the product is to be taken home or consumed by the pupil.
- The Governors believe that charges should be made for damages to the school or loss of equipment e.g. a library book. If a child's actions lead to deliberate damage to school property or personal property belonging to another pupil, member of staff or visitor, they will be expected to pay for the damage.

### **Voluntary contributions**

- King's Meadow School cannot charge for school-time activities, this includes an educational activity organised by a third party during the school day and approved by the school.

- King's Meadow School will invite parents and other carers to make voluntary contributions (in cash or kind). Voluntary contributions may be sought for activities during the school day which entail additional costs (for example visiting local museums).
- In these circumstances no pupil will be prevented from participating because his / her parents cannot or will not make a contribution.
- In the initial letter advising parents of an activity the teacher must:
  - make it quite clear that the contributions would be voluntary
- The Governing body will also in the School Prospectus:
  - make it clear that children of parents who do not contribute will not be treated any differently
- Pupils whose parents do not make a voluntary contribution will not be identified by the staff and will not be treated any differently. No pupil will be left out of an activity because his or her parents cannot, or will not, make a contribution of any kind.
- Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

## **B. EDUCATIONAL ACTIVITIES OUTSIDE OF THE SCHOOL DAY**

### **Main Principles**

- King's Meadow School may charge for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or religious education. There will not be a regular charge for after school clubs run by 'teaching or non-teaching staff', however voluntary contributions may be sought for transport or other incidental additional costs related to these clubs.
- The Education Act 1996 describes activities that can be charged for as 'optional extras'. Charges may be made for after school modules run by 'teachers or non-teaching staff' as part of the Bicester Children's University (through the Extended Schools' initiative) or for after school clubs run by external providers (ie sports coaches) as the King's Meadow School Governing Body defines these as optional extras.

### **Charging Policy**

- In adopting this general policy on charging the King's Meadow School Governing Body may charge for 'optional extras' within the terms of this policy and the DfES Guide to the Law.
- A summary of key information on charging is included in the school prospectus. It includes information on:
  - a. when charges will be made
  - b. if a charge is made – for eg. 'optional extras' – how the charge is worked out and who might qualify for help (or even get it free).
- When a charge is made for each pupil, this should not exceed the actual cost. If further funds need to be raised, for example in hardship cases, this must be by voluntary contributions or general fund raising.
- The permitted charge may include an allowance for the costs of the teachers who supervise the activity (see DfES Governors Guide to the Law).
- The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **C. EDUCATION PARTLY DURING SCHOOL HOURS**

### **Main Principles**

Some activities may take place partly during and partly outside the school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge may be made. (see DfES Governors Guide to the Law)

## **D. RESIDENTIAL ACTIVITIES**

### **Main Principles**

- The Governing Body will follow the charging procedures outlined through the annual Oxfordshire LA Residential Centre information. (The Oxfordshire Residential Centres organise activities during

the school week. For clarification of charging relating to activities over a weekend see the DfES Governors Guide to the Law).

- The principles are that charges will be made for board and lodging, but not for the education or cost of travel. The board and lodging charge may be remitted to pupils whose parents are in receipt of:

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under Part 6 of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing 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 £16,040 for the year 2009–10);
- the guaranteed element of State Pension Credit; and
- an income-related employment and support allowance (this benefit 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.

- (as outlined in the DfES Governors' Guide to the Law 2010).

### **ARRANGEMENTS FOR MONITORING AND EVALUATION**

The Resources Committee of the Governing Body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied.

### **KEY POINTS** (see DfES Governors' Guide to the Law)

The Governing Body:

- May not charge for any activities which take place in school time, apart from instrumental tuition
- May invite parents and others to make voluntary contributions towards any part of the school's work
- May charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras
- May charge for board and lodging on residential courses

### **PARAGRAPH TO BE INCLUDED ON EDUCATIONAL VISITS LETTERS**

The cost of the visit per child is £..... This includes ..... (transport, admission and insurance). This payment is a voluntary contribution, and no child will be treated differently according to whether or not their parents have made any contribution in response to the request. Costs will be covered by the school for those in receipt of Income Support or Job Seekers Allowance, in which case parents should contact the office with the necessary up to date documentation. In the event of insufficient voluntary contributions being received the visit will be cancelled.