



Gaddesden Row JMI

Charging and Remissions Policy

Policy Review

The policy was last reviewed and agreed by the Resources Committee on 31st January 2019.

It is due for review in January 2021 (up to 24 months from the above date).

Signature
Head Teacher

Date 30-1-21

Signature
Chair of Resources Committee

Date 02/11/21

Reviewed February 2021 – Signature _____ (Headteacher)

INTRODUCTION

The staff and governors at Gaddesden Row JMI School believe that all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a broad range of visits and activities is offered and, at the same time, minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

This policy distinguishes between activities which are free of charge, activities for which we invite voluntary contributions, and activities for which we make a charge.

ACTIVITIES WHICH ARE FREE OF CHARGE

- All education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- All education provided outside school hours if it is part of the National Curriculum;
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum;
- All education provided on any offsite visit that takes place during school hours;
- All education provided on any offsite visit that takes place outside school hours if it is part of the National Curriculum;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- All transport provided in connection with an educational trip.

ACTIVITIES/OPTIONAL EXTRAS FOR WHICH WE INVITE "VOLUNTARY CONTRIBUTIONS"

At Gaddesden Row JMI School, activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as "optional extras". In principle, charges will not exceed the actual cost (per pupil) of provision, although they may be rounded up to the nearest £1.

When organising school trips, visits and other activities which enrich the curriculum, the school invites parents/carers to make a "voluntary contribution". However, if the school does not receive enough voluntary contributions then the planned trip, visit or activity may have to be cancelled because it is not economically viable.

- **Activities within the school day**
 - Activities include: visits to museums, theatres and science parks as well as sporting events which require commercial transport, e.g. a coach.
 - The school organises swimming lessons for all children in Key Stage 2 for one term per academic year. Parents/carers will be required to book and pay in advance. There will be no reimbursements if pupils are absent from sessions, including illness and/or holiday.
- **Activities outside school hours**
 - Non-residential activities (other than those already listed) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- **Residential activities**
 - Board and lodging costs (but only those costs) of residential trips deemed to take place during school time.
 - Residential trips deemed to take place outside school time (other than for those activities already listed).
 - It should be noted that if the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

- When any trip is arranged, parents will be notified of the policy for allocating places. Parents/carers will be required to book and pay in advance. There will be no reimbursements if pupils are absent from sessions, including illness and/or holiday.

ACTIVITIES FOR WHICH WE MAKE A CHARGE

Music Tuition

- All children study music as part of the National Curriculum. We do not charge for this. There is, however, a charge for additional tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils. Parents/carers will be required to book and pay in advance. There will be no reimbursements if pupils miss sessions; this includes illness and holiday. However, at the discretion of the music teacher, missed lessons from one term may be caught up at a later date.

Extra-curricular clubs and activities

- Before and after-school activities will usually be charged for. Parents/carers will be required to book and pay in advance. There will be no reimbursements if pupils miss sessions; this includes illness and holiday.

Materials

- Charges may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them e.g. for a clay model – a charge to cover the cost of the clay.

School lunches

- School lunches cost just £2.50 per day. This can be paid weekly, half-termly or termly in advance. Cheques made payable to "Herts Catering Ltd". Parents/carers who feel they may qualify for free school meals may contact the school office for the appropriate application form. Such requests will be treated in the strictest confidence.

FAMILIES QUALIFYING FOR REMISSION OR HELP WITH CHARGES

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 and sometimes no charge. Criteria for qualification for remission are given below.

Parents/carers in receipt of

- Income Support
- Income-based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

Additional categories of parents may claim help with some costs in some circumstances.

The pupil premium funding is used to support many disadvantaged pupils. More details of the school's use of pupil premium funding are on the school website.

ADDITIONAL CONSIDERATIONS

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, we will try to adhere to the following guidelines:

- Where possible we will publish a list of visits (and their approximate cost) at the beginning of each school term so that parents can budget ahead.
- We will provide the opportunity for parents to pay in instalments
- When an opportunity for a trip arises at short notice, it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.