Worth Valley Primary School



Achieve Believe Create Dreams

Charging and Remissions Policy

Adopted by the Governing Body: February 2018

Chair of Governing Body: Sam Quigley

Headteacher: Mrs R Aasim

**Introduction**

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 policy has been informed by the Local Authority’s policy and the Department for Education (DofE) guidance*.*

**Definition**

The school day is defined as:-

|  |  |  |
| --- | --- | --- |
| NURSERY | Start Time | Finish Time |
| Morning Session | 08:30\* | 11:30 |
|  |  |  |
| Afternoon Session | 12:15 | 15:15 |

\* Flexible start time from 08:30 to 08:45

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SCHOOL | Start Time | Finish Time | Start Time | Finish Time |
| Reception class | 08:45 | 11:40 | 12:30 | 15:00 |
|  |  |  |  |  |
| Years 1 and 2 | 08:45 | 11:45 | 12:30 | 15:00 |
|  |  |  |  |  |
| Years 3, 4, 5 and 6 | 08:45 | 12:15 | 13:00 | 15:00 |

The midday break does not form part of the school day.

**Responsibilities**

The Headteacher will ensure that staff are familiar with and, correctly apply the policy. The Governing Body will review the policy annually.

**Policy statement**

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 up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs, ie; field trips. In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

**Optional activities outside of the school day**

We may charge for optional, extra activities provided outside of the school day, ie; a football club or theatre visit. Such activities are neither 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. 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/carers will be told how the charges were calculated.

**Residentials**

Charges will be made for board and lodging. 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/carers will be told how the charges were calculated.

**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 or won’t. Support for cases of hardship will come through Pupil Premium, voluntary contributions and fundraising.

Parents/carers who would qualify for support are those who are in receipt of eligible benefits (see below).

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

**Charges will be made for:**

* Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
* Damage/vandalism/loss to and of school property.
* Community Use / Lettings (arrangements for the letting of the school’s premises and charges are contained in the Letting Policy.
* School dinners (where applicable) – currently available at £1.70 per day.

No remissions apply to these charges.

**Music Tuition**

In cases of hardship the governors will consider in their absolute discretion, the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

**Eligible benefits**

* Income Support.
* Income-based Jobseeker’s Allowance.
* Pension Credit (Guarantee Credit).
* Employment and Support Allowance (Income Based).
* Child Tax Credit (but **NOT** Working Tax Credit) and an annual income less than £16,190.00.
* Support under Part VI of the Immigration and Asylum Act 1999.

This policy will be reviewed every three years, or earlier if necessary.