



WROTHAM SCHOOL

Charging and Remission Policy

This Policy was reviewed and adopted by the Leadership and Management Committee of the Governing Body on 3rd March 2016



WROTHAM SCHOOL

Equality Statement

Wrotham School promotes equality of opportunity.

We are committed to take a positive stand to ensure all stakeholders have a right to equality of opportunity and achievement regardless of

- race and ethnicity,
- faith, belief and religion,
- disability and access,
- gender
- age,
- sexuality, sexual orientation, transexualism, and marital status.

Equality of opportunity is related to all areas of the schools work and is a fundamental aspect of the ethos of the school

Status Statutory

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: (08.30 – 3.05 Monday to Friday)

What was consulted?

The policy has been informed by A Guide to the Law for School Governors.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

Roles and responsibilities of Headteacher, other staff, Governors

The **Headteacher** will ensure that the following applies:

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 individual pupils or groups of up to four pupils to play a musical instrument.

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

- The School will pay for public examination entry, but parents will have to cover the costs of any resits.
- Private candidates can be entered for exams as long as administration costs and examination fees have been paid by the candidate.
- Where the school does not advise or support an examination entry on learning grounds a parent may choose to privately enter the candidate at the school paying for examinations entry fees.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example School visits arranged for the purposes of enrichment

In these circumstances no pupil will be prevented from participating because he/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time we may invite a non-school based organisation such as a performing arts company 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

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

Therefore we will charge for optional, extra activities provided outside of the school day, for example a theatre trip or pastoral visit such as bowling or visit to a theme park. 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 education activity happens partly inside the school day and partly outside of it, there will be no charge providing 50% or more of the time spent on the activity occurs during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.

Conversely, where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours, therefore charges will be made. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening. When such activities are arranged parents will be told the reason for the charges.

Residentials

For residentials that form an integral part of a course requirement, 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 total 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.

As far as practically possible, children and young people should not be excluded from taking parts in trips or visits organised by the school due to financial costs. However, available funding is limited and therefore the criteria for accessing financial support should be clear, transparent and equitable.

For residentials that are optional, for example enrichment visits, charges will be made. In cases where there are insufficient funds for an educational visit to take place, it may be cancelled.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. 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.

School mini-bus

A charge will not be levied for the use of the school minibus.

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 cannot. Support for cases of hardship will come through voluntary contributions and fundraising.

All applications for financial support must be made directly to the Headteacher in advance of the visit.

To be eligible for assistance the parent/carer must be able to prove that they are in receipt of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs
- In receipt of Free School Meals (E6)
- Has received Free School Meals during the last 6 school years. (E6)

In cases of hardship where the above criteria are not met, Wrotham School would be prepared to take payments in instalments, even when the full payment is not received by the date that the visit takes place, or would consider any individual application on its own merit

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

Decisions regarding financial assistance for trips and visits are at the discretion of the Headteacher.

Arrangements for monitoring and evaluation

The Governors will monitor the impact of this policy by receiving on a regular basis, a financial report.