Monkfield Park

Primary School and Care & Learning Centre

Charging and Remissions Policy

Approved by the Governing Body in:
Autumn 2022

Monkfield Park Charging and Remissions Policy

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: 9.00 am to 3.30 pm

Roles and Responsibilities of headteacher and other staff and governors: The headteacher will ensure that the following applies:

During the School day

All activities that are a necessary part of the curriculum plus religious education will be provided free of charge.

Education partly during school hours

Sometimes an activity may happen partly during and partly outside 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. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.)

Education outside school hours

Parents/carers will only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education. No charge will be made for activities that are an essential part of the syllabus for an approved examination.

Charges may be made for other activities that happen outside school hours if parents/carers agree to pay.

Residential activities

Charges will be made for board and lodging, except for pupils whose parents/carers are in receipt of:-

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The headteacher will advise all parents/carers of the right to claim free activities if they are receiving these benefits. Proof of receipt of the above entitlements will need to be shown to the school to ensure no charge is made. Parents/carers will need to make an appointment to see the School Business Manager with their documentation.

For families whose children are entitled to Free School Meals (benefit entitled) or where the school receives Pupil Premium funding based on historical Free School Meal entitlement, no charge will be sought from the family. The school will fund residential activities for entitled children from Pupil Premium funding.

If a residential activity takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel.

Musical Instrument Tuition

Charges may be made for teaching either an individual pupil, or groups of any size as long as they are pedagogically appropriate, to play a musical instrument. 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). Additionally the school provides the following support for pupils in certain circumstances:

- Children who are looked after by the local authority are entitled to support to enable music lessons and access to necessary resources (including loan of "portable" instruments) for this lesson again at no charge.
- Children who are registered for free school meals (benefit entitled) are able to access up to 50% support for lessons and resources. Normally the level of remissions will be a proportion of the costs for these children with the parent responsible for any remaining costs. The governors will review the normal levels of remissions offered on a regular basis.
- In other circumstances that might prevent a child from learning the school may be able to assist but this will be at the sole discretion of the governors and dependent on the financial support available for all activities. The school may support in partnership with a parent an application for financial support from the Music Education Hub in Cambridgeshire and can provid details of this and other available help on request.

Public examinations

No charges will be made for entering pupils for public examinations. The governing body must enter a pupil for each examination in a public examination syllabus for which the school has prepared the pupil. This does not apply if the governing body thinks there are educational reasons for not entering the pupil, or if the pupil's parents/carers request in writing that the pupil should not be entered.

An examination entry fee may be charged to parents/carers if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list, but the school arranges 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 LA originally paid or agreed to pay the entry fee.

Charges are not made for any cost associated with preparing a pupil for an examination.

Activities not run by the school or LA

When an organisation acting independently of a school or LA arranges an activity to take place during school hours and parents/carers want their children to join the activity, such organisations may charge parents/carers. Parents/carers must then ask the school to agree to their children being absent, just as they would if they wanted to take their children out of school for leave of absence. However, where an activity is organised by a third party and is approved by the school, is educational, or is supervised by someone authorised by the school, then it is the DFE view that it should be treated as if it were provided by the school and no charge should be made to the parents/carers or pupils.

Voluntary contributions

Voluntary contributions will be sought for activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because a voluntary contribution has not been received. No pupil may be left out of an activity because his or her parents/carers cannot, or will not, make a contribution of any kind.

If a particular activity cannot take place without some help from parents/carers this will be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

If parents/carers are in receipt of the benefits listed below and are unable to make a voluntary contribution, the school will contribute a voluntary contribution on their behalf. This voluntary contribution will be funded from the Pupil Premium budget, which is part of the school's formula budget. This applies to pupils whose parents/carers are in receipt of:-

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

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The headteacher will advise all parents/carers of the right to claim free activities if they are receiving these benefits. Proof of receipt of the above entitlements will need to be shown to the school to ensure no charge is made. Parents/carers will need to make an appointment to see the School Business Manager with their documentation.

For families whose children are entitled to Free School Meals (benefit entitled) or where the school receives Pupil Premium funding based on historical Free School Meal entitlement, no voluntary contribution will be sought from the family. The school will make a voluntary contribution for entitled children from Pupil Premium funding. Children entitled to Free School Meals are also entitled to receive free school milk on a daily basis.

Calculating Charges

Where a charge is made it will not exceed the actual cost. If further funds need to be raised, for example to help in hardship cases, this will be by voluntary

contributions or general fundraising. There will be no levy on those who can afford to pay to support those who can't.

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

School minibuses

Only the school's pupils, staff or parents/carers may travel for a charge in a school's minibus. Schools may charge for transport in their minibuses only if they hold a permit issued under Section 19 of the Transport Act 1985. A permit is not required if no charge is made in cash or kind. Charges made for travel will cover only actual costs, including depreciation. The service will not make a profit for the school.

Monitoring and evaluation

The governing body will monitor this policy annually.