

# Edward Peake C of E (VC) Middle School

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## **Charging and Remissions Policy**

The Governing Body of Edward Peake C of E Middle School believes that all our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means and recognises the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. In order to deliver this, children will undertake curriculum linked visits to places of interest outside of the school and third parties will come into school for specific activities linked to the children's learning. Additional after school clubs and activities will be organised by the school and third party organisations.

This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### **Roles and responsibilities of head teacher, staff, governors**

The head teacher, staff and governors will ensure that no compulsory charges will be made for:-

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided on any trip that takes place during school hours
- education provided outside school hours if it is part of the National Curriculum, or part of the school's curriculum for religious education
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- transport provided in connection with an educational trip
- adults who accompany children and teachers on a school trip (or help with activities in school where parents have been asked to contribute) as they will have provided a benefit in kind to the school by giving their time freely
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

## Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

1. **Activities Outside School Hours** –

- Non-residential activities (other than those listed above) which take place outside school hours, but only if the majority of the time spent takes place outside school hours.

2. **Residential Activities** –

- Residential trips deemed to take place outside school time (other than those activities listed in 1 above).
- Board and lodging costs (but only those costs) of all residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits may not be charged for board and lodging costs.

3. **Instrumental Tuition** –

- The cost to the pupil for providing any instrumental tuition whether as part of the normal Inspiring Music Service peripatetic provision, or otherwise. *These charges will be set by the provider and may be subsidised by them subject to their own criteria and rules.*

4. **Charging in Kind** -

The Governing Body reserves the right to charge for ingredients and materials, or require them to be provided by parents, if parents have indicated in advance that they wish to own the finished product.

- In Design Technology and Art rather than charge individually for these costs, or requesting the provision of them by parents, the Governing Body has agreed to levy a 'one off' charge at the start of each academic year.
- For Food Technology, where only a small amount of an ingredient is required, pupils will be able to purchase this from school to avoid parents having to purchase something they may not use again at home.

*NOTE - Is a residential trip in or out of school time?*

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.

## Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school will request or invite parents to make a contribution towards their cost.

The contribution is entirely voluntary and the amount received from parents will not affect the child's right to attend an activity. No individual child will ever be deprived of the right to join their class mates on a trip because of their parent's inability or unwillingness to pay.

However where there are not enough voluntary contributions to make the activity possible and there is no way of making up the shortfall, the activity will be cancelled.

## **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 shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- we have established a system 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.

When any trip is arranged parents will be notified of the policy for allocating places.

## **Remissions**

The Governing Body may agree to remit in full or in part the cost of activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission for residential trips, or where substantial numbers claim inability to pay.

## **Arrangements for monitoring and evaluation**

The Finance and Premises Committee of the Governing Body will monitor the impact of this policy by receiving at each finance meeting a report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the extent to which the school subsidised the activity. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

This policy will be reviewed as a minimum every two years.

Signed \_\_\_\_\_  
Chair of Governors

Date approved October 2016

Review date October 2018