

**Clinton Primary School**  
**CHARGING AND REMISSIONS POLICY**  
**November 2019**

**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 LA policy and the DfE guidance.

**Definition**

The school day is defined as: *8.40am-12.05pm and 1.00pm- 3.15pm*. 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 Governors 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 activities such as teaching of pupils to play a musical instrument by peripatetic staff, which is an opportunity children are given over and above what is part of the National Curriculum.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example educational outings and swimming.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution, however, if insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation such as a visiting drama group or storyteller 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**

We will charge for some optional, extra activities provided outside of the school day, for example school trips or clubs. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. The school will seek to subsidise clubs for children for whom their parents are unable to pay.

**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 compulsory 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 may be made. When such activities are arranged parents will be told how the charges were calculated. If an external provider is invited in to deliver the activities, a voluntary contribution may be requested.

**Residentials**

Charges will be compulsory for board and lodging, except for pupils whose parents are in receipt of eligible benefits.

## **Calculating charges**

When charges are made for activities such as visitors into school or for trips, including residential visits, costs incurred are calculated and parents are charged based on the activity breaking even. Some after school clubs will be run by school and charged to parents and in these cases, the income gained, less staffing costs, will be added to the school's general budget. 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 voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

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

## **Music Tuition**

If the school deem that it would be educationally worthwhile for a child who is eligible for Free School Meals to learn an instrument, then tuition may be funded following a meeting with parents, through use of the pupil premium grant.

## **Eligible benefits**

Families who receive the following are eligible for concessions

- income support
- income-based Jobseeker's Allowance (JSA)
- income-related employment and support allowance (ESA)
- guarantee element of state pension credit
- Universal Credit (with an annual income of less than £7,400)
- Both income-based and contribution-based JSA/ESA if you receive the same amount for both. You should also qualify if you receive both but the income-based amount is greater, but not if the contribution-based amount is greater.
- Families who are awarded Child Tax Credit and have an annual income, as assessed by HMRC, not in excess of £16,190 are also eligible to claim free school meals providing there is no entitlement to Working Tax Credit (unless in respect of a 4-week 'run-on').

## **Charitable support**

In all cases where parents are charged for an activity, or are invited to pay a voluntary contribution, the school encourages those who would have difficulty in such payments to apply for support from the Edward's Charity.