



**October
2015**

**Charging and Remissions
Policy**

**The Bluecoat School,
Stamford**

Status and publication

This policy is required by law. The school will publicise this policy on the school's website and copies will also be available from the School office. This policy can be made available in large print or other accessible format if required.

Aims of this Policy

The Bluecoat School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. 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. This Policy sets out what the School will and will not charge for as well as setting out what remissions are available for parents.

What was consulted?

The policy has been informed by *A Guide to the Law for School Governors* (May 2012, chapter 24) and the following two DfE Guidance documents: '*Charging for School Activities*' and '*Planning and Funding Extended Schools*'. Sections 449-462 of the Education Act 1996 and related regulations set out the law on charging for activities in schools maintained by local education authorities in England. This guidance accurately reflects the terms of the Education Act 1996, but is not a complete substitute for this document.

Charges

No pupil should have his/her access to the curriculum limited by charges. However, the school reserves the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are to be made the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

Where charges are made, these charges will not exceed the actual cost (per pupil) of the provision.

No charges will be made for:

- any admission applications for a place at the school
- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or for first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated

Charges which may be made

a) Activities outside school hours

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

b) Residential activities – Remission may be available (see section below)

Board and lodging costs of overnight school trips. However, pupils whose parents are in receipt of certain benefits (see point below) may not be charged for board and lodging costs. When any trip is arranged parents will be notified of the policy for allocating places.

c) Music tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. This is to allow pupils with greater access to vocal and instrumental tuition.

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing during the school day, when requested by parents, as well as music tuition outside of the school day.

Charges will only be made if the teaching is not an essential part of either the National Curriculum, part of the syllabus for a public examination or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

We will not charge if the pupil is a Looked After Child.

d) any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them

e) Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment as well as for staff in some circumstances.

Optional extras are education provided outside of school time that is not part of the National Curriculum part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or part of religious education.

f) Nursery Places

Parents will be offered the opportunity to purchase additional sessions in the Nursery if these are available. Places will be deemed to be available if every child wanting a free place has been allocated one. Fees will be charged as per the attached fee structure (Appendix 1) and these will be reviewed annually. All charges will be agreed with the parent/carer and will be identified on the parent/carer contract. Parents **will not** be required to purchase additional hours or pay lunch time charges in order to secure free provision. Advance payments **will not** be requested from those parents accessing free provision only.

Activities partly during school hours

If 50 per cent or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50 per cent of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. 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.

Voluntary contributions

The school may ask parents for voluntary contributions to benefit the school or any school activities, but there will be no obligation on parents to make such contributions. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. No child will be excluded from an activity simply because his/her parents are unwilling or unable to pay. If parents are unwilling or unable to make a voluntary

contribution, their child will still be given an equal chance to participate.

Where there aren't enough voluntary contributions to make the activity possible, and there's no other way to get funds, then the activity will be cancelled.

Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Set out below are the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated against the charge above.

Parents in receipt of the following qualify for remission against the specified charges:

- Income Support or Income-Related Employment and Support Allowance
- Universal Credit in prescribed circumstances (when these are rolled out by the government)
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension Credit

Additional considerations

The school 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.

Procedures for complaints regarding the implementation of the Policy

The policy for complaints of this sort is outlined in the school's Complaints Policy, which should be consulted prior to any complaint being made.

Arrangements for monitoring and evaluation and review

The Finance Committee of the Governing Body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. 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 on an annual basis by the Governing Body.

Signed:

Date:

Last updated: October 2015



Appendix 1

Fee Structure for Nursery

Sessional Rate (3 hour period) 8.30 – 11.30am 12.15 – 3.15pm	£10.00
Full Day Rate 8.30am – 3.15pm	£22.50
Lunch 11.30am – 12.15pm	£2.50
Early Years Entitlement (EYE) funded hours	FREE
For those children who are accessing the Early Years Entitlement, any additional sessions will be charged at the sessional rate or full day rate depending upon the structure of the take up. This will be agreed with the parent prior to their child starting at the Nursery and will be identified on the parent/carer contract.	
Hours of EYE delivery are: These hours will be allocated depending on availability of places.	8.30am – 3.15pm (6 hours) 8.30am – 11.30am (3 hours) 12.15pm – 3.15pm (3 hours)
Your chosen EYE hours must be agreed with the Nursery Teacher and will be indicated on your Parent/Carer contract prior to starting at the Nursery.	Parents will not be required to purchase additional hours or pay lunch time charges in order to secure free provision. Advance payments will not be requested from those parents accessing EYE hours only.