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**Peppard Church of England Primary School**

**CHARGING POLICY**

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| **Approved by:** | Resources Committee | **Date:** June 2020 |
| **Last reviewed on:** | June 2020 | |
| **Next review due by:** | June 2024 | |

**CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES**

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| Peppard C of E Primary School believes that all 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 are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. |

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

1. The policy identifies activities for which:

* **charges will not be made.**
* **charges will be made**
* **charges may be waived**
* **voluntary contributions may be requested.**

**2. Voluntary contributions**

Separately from the matter of charging, Peppard Primary School may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents/guardians who do not make such contributions will be treated no differently from those who have.

***The Law says:***

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents/guardians are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

### 3. No charges will be made for

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| 1. An admission application to any maintained school. 2. Education provided during school hours (including the supply of any materials, books, instruments or other equipment); 3. Education provided outside school hours if it is part of the National Curriculum. 4. Education provided on any trip that takes place during school hours; 5. Education provided on any trip that takes place outside school hours    1. if it is part of the National Curriculum, or    2. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or    3. part of the school’s basic curriculum for religious education; 6. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip; 7. Transport provided for weekly PE activities such as swimming. |

**4. Activities for which charges will be made**

**a) activities outside school hours**

Charges will be made for non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours.

**b) residential activities**

For residential trips deemed to take place during school time, charges will be made for board and lodging. We will support parents/guardians who are in receipt of certain benefits (see remissions policy below). It may be possible to assist parents to make an appeal to a local educational charity.

For residential trips deemed to take place outside school time, charges will be made.

When any trip is arranged parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period.

***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% 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 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.*

Charges may be made for optional activities that are known as ‘Optional Extras’. Any charges made will not exceed the actual coast (per pupil) of provision.

### It is the policy of Peppard C of E Primary School that charges will be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board, lodging and transport for residential trips) are regarded as ‘optional extras’. Charges will not exceed the actual cost (per pupil) of provision

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| **Activity or thing which will or may be charged for** | **Notes** | **Remitted or help available** |
| Charges will be made for any materials, books, instruments, or equipment, ***where a parent wishes their child to own them***; | E.g. A clay model – a charge to cover the cost of the clay. |  |
| Charges will/may be made for music tuition | The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils |  |
| 1. Charges will be made for the board, lodging and transport component of residential trips | 1. The charge will not exceed the actual cost | Remission for category A (see below) |

**5. Remissions**

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/guardians in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

**6. Families qualifying for remission or help with charges.**

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

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| **Category A –** Parents/guardians in receipt of:   1. Income Support 2. Income-based Jobseekers Allowance 3. Support under part VI of the Immigration and Asylum Act 1999 4. Child Tax Credit, provided that Working Tax Credit is not also received and the family’s income (as assessed by the Inland Revenue) does not exceed £16,190 (financial year 20) 5. Guaranteed State Pension 6. An income related employment and support allowance, introduced on October27th 2008. |

The Governing Body at its sole discretion may consider requests for assistance with charges in circumstances not covered under category A.

**7. 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.