



Lydden and River Primary School Federation Charging and Remissions Policy

Date written: December 2022

Date of last review: December 2023

Date agreed and ratified by Governing Body: 6th December 2023

Date of next full review: December 2024

This policy will be reviewed every two years and/or following any updates to national and local guidance and procedures.

	River	Lydden
Designated Safeguarding Lead (DSL)	Mrs V Alliston – headteacher@river.kent.sch.uk	Mrs C Lintott headteacher@lydden.kent.sch.uk
Deputy Designated Safeguarding Lead(s)	Ms T Moody- tmood@river.kent.sch.uk Mrs J Brown – jbrown@river.kent.sch.uk Mr N Brinicombe – eht@river.kent.sch.uk	Mr N Brinicombe – eht@river.kent.sch.uk
Headteacher	Mrs V Alliston	Mrs C Lintott
Safeguarding Governor	Mrs K Grilli (Safeguarding lead for Governing Body) kgrilli@river.kent.sch.uk	
Other key staff	Mrs L Brown (Chair of Governors) - lbrown@river.kent.sch.uk	

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 policy sets out the charges and remissions for activities.

The school day is defined as:

River: 8.55am to 12.00 noon and 12.50pm to 3.15pm

Lydden: 8.55am to 12.00 noon and 12.50pm to 3.15pm

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum plan, educational visits policy and the teaching and learning policy.

Roles and responsibilities of the Executive Headteacher, Head of School, other staff and governors

The Executive Headteacher will ensure that the following applies:

No charges will be made for:

- an admission application to either school - paragraph 1.9 (n) of the 'School Admissions Code 2012'
- 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 religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is additional and provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;

Activities for which charges will be made:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see below);
- community facilities.

Optional Extras

- 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.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport that is not transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit (see below);
- Extended day services offered to pupils (for example breakfast club, after-school clubs)
- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Charges for optional extras

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example resources used by children at an after school club, such as cookery ingredients or art materials.

Participation on any optional extra will be on the basis of available places, parental choice and a willingness to meet the charges. Parental agreement will therefore be a necessary pre-requisite for the provision of an optional extra.

Activities partly during school hours

Where an activity takes place partly during and partly outside of school hours, there is a basis for determining whether it is deemed to take place either outside or inside school hours. If 50% or more of the activity including travel time falls during school hours it will be deemed to take place during school hours and no charge will be made. However, if 50% or more of the activity including travel time falls outside of school hours it will be deemed to take place outside of school hours and a charge can be made under optional extras.

Music Tuition

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus. In this case, parents enter an agreement to pay charges due direct to instrument instructors. Where a company is providing instrument tuition the school will agree how payments are to be made and will convey this information to parents.

Residential visits

Residential visits deemed to take place during school hours

Charges will be made on residential visits which are part of the national curriculum for board and lodging costs only. For pupils whose parents are in receipt of certain benefits (see remissions on page 4) may not be charged for board and lodgings costs.

Residential visits deemed to take place outside school hours

Charges for board and lodging will be made. If the residential visit is deemed to take place outside school hours (i.e. 50% of the number of school sessions is equal to or greater than the number of half days spent on the visit) and is not an essential part of the national curriculum or public examination syllabus other charges will be made to cover costs. For example, where the residential includes an educational visit to a place of interest or outdoor and adventurous activities requiring specialist instructors. In such cases parents will be told how the charges were calculated.

Voluntary Contributions

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children and thus enhance learning. It is necessary for voluntary contributions to be sought for such activities during the school day which entail additional costs; visiting theatre companies, author, historical companies or visits to places of interest. Because the school is committed to offering a rich curriculum, many such opportunities will be subsidised by the school and parents will be informed of the amount for each learning experience.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Calculating charges

Where charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no element of charge to support the costs for any pupils who are unable or unwilling to pay. Support

for cases of hardship will come through other funding such as pupil premium or curriculum enablement allocations.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents and charges will not exceed costs incurred.

Remissions

Pupils, whose parents are in receipt of the support payments will, in addition to having a free school meal entitlement, be entitled to a remission for any charges for board and lodging for residential visits which are part of the National Curriculum.

Support Benefits

Remissions will be made as above for pupils whose parents are in receipt of the following benefits

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Income-related Employment and Support Allowance
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190
- The guaranteed element of Pension Credit
- 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)

At the discretion of the Executive Headteacher or Head of School, other cases of hardship where parents are not in receipt of any of the above support may be considered to remit charges wholly or in part.

Arrangements for monitoring and evaluation

The Resources Team 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 and the source of those subsidies.

Signed: _____ **Date:** _____
(Chair of Resources Team)

Signed: _____ **Date:** _____
(Chair of Governors)

Signed : _____ **Date:** _____
(Executive Headteacher)