

Marine Park First School

CHARGING & REMISSIONS POLICY

1. Introduction

This policy has been formulated in accordance with DfE advice on Charging for School Activities

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/365929/charging_for_school_activities_-_October_2014.pdf

2. Aim

The aim of this policy is to set out what charges will be levied for school activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Sections 6, 7 and 8 covers education provided wholly or mainly during school hours; Section 9 covers charges for extended activities outside school hours, provided by or on behalf of the Governing Body of Marine Park First School.

3. Responsibilities

The Governing Body of Marine Park First School are responsible for determining the content of the policy and the Headteacher for implementation. Any decisions with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

4. Prohibition of Charges

In line with DfE guidance, the Governing Body will not charge for any of the following:

- an admission application - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 provided at the request of the pupil's parent;
- entry (or re-sits) for a prescribed public examination, if the pupil has been prepared for it at the school,

- 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 authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.
- 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 religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;

5. Publication of Information

A summary of this policy will be included in the School Brochure and on the school website. A full copy will be made provided on request.

6. Charges for Activities

Schools and local authorities can charge for:

- any materials, books, instruments, ingredients or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances (see below);
- certain early years provision (such as attendance above the funded entitlement);
- community facilities (such as lettings)- Please note: Marine Park is a PFI school Please contact MITIE via the school office (0191 2008723) to enquire about a letting.
- breakages and replacements as a result of damages caused wilfully or negligently by pupil

Optional Extras

The governing body intends to make a charge for the following optional extras:

- a) 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.
- b) transport (other than 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);
- c) board and lodging for a pupil on a residential visit (not to exceed the costs);

- d) Extended day services offered to pupils (for example breakfast club, after-school clubs) Please contact the OSC for a schedule of charges.
- e) Extra-Curricular Activities and School Clubs. The charge will not exceed the actual cost of the provision. Please contact the school for a schedule of charges for each activity.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- 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 and the tuition is provided at the request of the pupil's parent.

7. Remissions or help with charges

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	For example, a clay model – a charge to cover the cost of the clay.	None
Charges will/may be made for vocal or 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	Remission of fees available from the LA for children eligible under Category A below. No charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).
Charges will be made for the board and lodging component of residential trips	The charge levied to parents is the charge made by the service provider. The charge will not exceed the actual cost	Remission of fees available from the LA for children eligible under Category A below.
Clubs	Delivered by third	None

	parties only	
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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. This remissions policy sets out the circumstances in which charges will be waived. 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.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

Category A

- Universal Credit in prescribed circumstances
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

In respect of (d) above, the amount taken into account will be revised periodically in line with changes to the amount published by the DfE.

8. Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) transport provided in connection with an educational trip.
- b) entrance fees and insurance costs in connection with an educational trip
- c) some materials and equipment- for example a baking fund

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and

- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:

- Facilitate regular trips and visits that would not be possible if the school did not recoup some of the expense through voluntary contributions
- Allow for regular activities in which the pupils will retain or consume the materials meaning that it would not be possible to sustain these activities if the school did not recoup some of the expense through voluntary contributions.

9. Charges for Extended Activities

Charges are made for optional, extra activities provided outside of the school day, for example eg sports clubs, PTFA activities. Charges are also made for extended activities provided in or around the school by, or on behalf of the Governing Body.

A schedule of charges for individual activities currently provided on or around the school site is available on request.

The Governing Body has decided that charges may be reduced for some activities in the following circumstances:

- Activities which directly benefit pupils attending the school
- Activities which meet school and/or LA priorities
- Where siblings attend the school/take part in the activities
- Parents on benefits

Date of Policy review Spring 2012
Reviewed annually: Last review autumn 17



MARINE PARK FIRST SCHOOL - Equality Impact Assessment

1. Name of the change, strategy, project or policy:		CHARGNG AND REMISSIONS POLICY	
2. Name of person(s) completing this form:		S. EASTON	
3. Has the policy/practice been assessed to consider any potential impact on the equality groups?			
<p>Yes – Our Charging and Remissions Policy follows guidelines set out in Sections 449-462 of the Education Act 1996 on charging for school activities in schools maintained by local authorities in England. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by 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 at a reduced charge to parents in particular circumstances. This remissions section of the policy sets out the circumstances in which charges will be waived.</p> <p>The school will fulfil its obligations to equality by approaching its practices in relation to charging and remissions in a fair and consistent manner.</p>			
Where potential impact has been identified, please complete questions 5-9. If none is identified, please proceed to question 10.			
4. Equality Target Group (circle):	Negative impact – it could disadvantage	Reason	
Race Religion/belief Disability Gender Gender Reassignment Sexual Orientation Age Pregnancy/Maternity Marriage & Civil Partnerships			
5.		Yes	No
a) Is the impact legal/lawful? Seek advice from your School link HR Advisor if necessary.			
b) Is the impact intended?			
6. Does this action/policy/procedure attempt to meet the aims of the public sector equality duty? (this should feed into your Single equality scheme & action plan)		Yes, No, N/A	If yes, please provide details
Eliminate unlawful discrimination, harassment and victimisation			
Advance equality of opportunity between different equality groups			
Foster good relations between different equality groups			
7. If you have identified any negative impact, have you identified any ways of avoiding or minimising it?			
8. Is it possible to consider a different policy/strategy/action, which still achieves your aim, but avoids any negative impact on people?			
9. In light of all the information detailed in this form; what practical actions would you take to reduce or remove any negative impact?			

PART B) To be completed when assessment and consultation has been carried out

10.a) As a result of the assessment and consultation completed in Part A above, state whether there will need to be any changes made to the policy, project or planned action.

10.b) As a result of this assessment and consultation, does the school need to commission specific research on this issue or carry out monitoring/data collection?

No.

11. Have you set up a monitoring/evaluation/review process to check the successful implementation of the policy, project or change?	Yes	x	No
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The Governing Body will receive information periodically regarding charging and remissions which may inform policy and practice. This policy will be kept under periodic review.