



# Sandringham Primary School & Sandringham Pre-School

A great place to be two



## Sandringham Primary School Charging and Remissions Policy

	Signed Headteacher	Signed Chair of Governors
Date of Review	2016	F.Mangerah
Date of Next Review	2020	D.Curtin

## **Introduction**

The Education Reform Act 1988 requires Governing Bodies to draw up a policy statement in respect of charges and remissions.

The aim is to ensure that no child is prevented from having full access to activities which support the National Curriculum as a result of their inability to pay.

The school Governors, in reaching this policy, accept that the funds available to the school allow little or no scope for the funding of school trips and excursions.

However, in order to maintain a curriculum which enables our pupils/students to benefit from the rich stimuli to be found in different environments outside the school, both in the local community and further afield, the Governors would want to support the organisation of educational visits during school hours, or evening visits and residential trips.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

This policy is monitored by the governing body, and will be reviewed annually or earlier if necessary.

The Governing Body recognises that the legislation prohibits charges for the following:

- 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;
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- 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 schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential 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;
- Transport provided in connection with an educational trip

## **Voluntary contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. These are organised by teachers or groups of teachers, who will attempt to negotiate reduced or free entry into places of interest, museums, etc. Coaches may sometimes need to be hired for these trips where a group is too large for minibuses. On these occasions parents will be asked to make voluntary contributions to the trip. Please note all contributions are voluntary. If we do not receive sufficient

voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Musical events;
- Historical sites

### **Residential visits**

These trips are more expensive, but form an integral part of the school curriculum. Parents will be asked to make a contribution to the costs of residential trips. Financial help for individual students can be sought if needed.

Voluntary contributions to the school and the work of the Sandringham Parents and Teachers Association help to finance school trips and journeys. These, however, cannot be relied upon.

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Charges may 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. Therefore there is a charge for individual and group music tuition if this is not part of the National Curriculum

### **Remissions Policy**

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.

- 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 £13,253 (Financial Year 2015/16);
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.

### **Calculating charges**

When 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 levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who [list appropriate benefits or other criteria, e.g. those in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act

1999, Child Tax Credit, provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008].

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

### **Charges for Early Education**

We are an approved provider, offering the Early Education funding entitlement for 3 and 4 year old children. Government funding is intended to cover the cost of delivering 15 or 30 hours each week for free, high quality education only. It is not intended to cover the cost of meals or additional hours. We offer the full entitlement of 15 hours each week or 30 hours each week if the parents are eligible. The free funding is available in full as long as places are available (we can take a maximum of 60 children in any one 3 hour session.)

Lunches are not provided by the nursery and parents are asked to send a packed lunch in from home if the child is staying all day.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for additional time. A deposit is not charged to secure a place in the nursery. There is no registration fee. The entitlement is offered free. When applications for admission to Nursery are received parents are made aware that they can apply for 30 hour provision and we are affiliated with a number of voucher schemes whereby parents can claim tax back for childcare.

### **Publication of Information**

This policy can be found on the school's website and hard copies are available from the Main Admin office for parents to view.

### **Freedom Of Information Requests**

Material which is published and accessed on a website will be provided free of charge. Charges will be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges will also be made for information provided under this scheme where they are legally Sandringham Primary School Charging and Remissions Policy 4 authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges will also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority. (The cost of supplying the information must be above the ' acceptable limit' which is currently £450.) If a charge is to be made, confirmation of the payment due will be given before the information is provided.

Payment will be requested prior to provision of the information. (See also Data Protection Policy)

## **Review and amendments**

This policy will be reviewed annually by the Governing Board Finance Committee who may, from time to time recommend amendments to the categories for which a charge may be made, this will be brought to the full Governing Board for ratification. However, the Governing Board reserves the right to review the charging and remissions policy as necessary.