

MARCH 2023

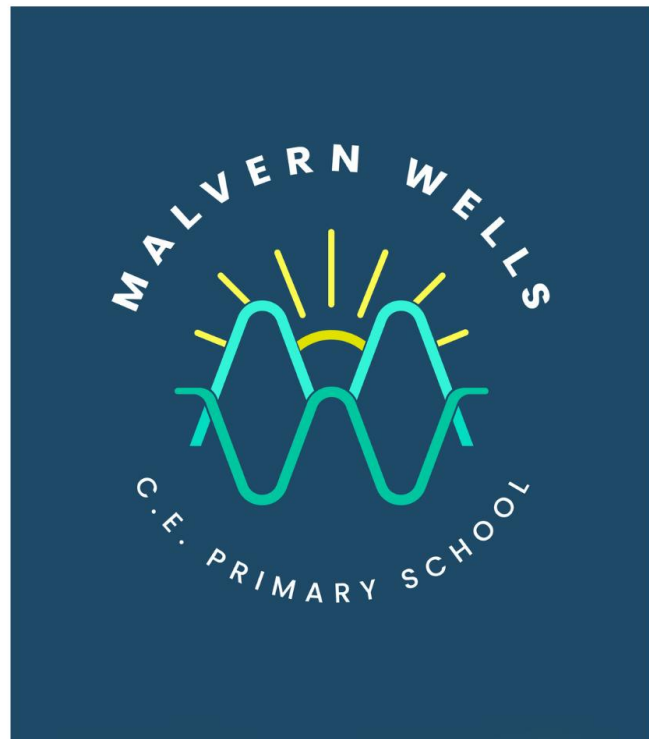
CHARGES AND REMISSIONS

Nurturing Potential For A Brighter Future



REVIEW DATE

March 2024



let Your Light Shine!

Aims

At Malvern Wells CE Primary School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development.

Therefore, we aim to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made.

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Definitions

Charge; a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The governing body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, and individual governor or the headteacher. The governing body also has overall responsibility for monitoring the implementation of this policy. In our school, responsibility for approving the charging and remissions policy has been delegated to the SDP committee.

The headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Our staff are responsible for:

Implementing the charging and remissions policy consistently

Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, Malvern Wells CE Primary School invites parents and carers to contribute to the cost of the trip.

All contributions are voluntary, but, if we do not receive sufficient voluntary contributions, we may have to cancel planned trips. 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 some additional activities organised by the school, which will require voluntary contributions from parents/carers.

Residential Visits

If the school organises a residential visit in school time or mainly school time (eg. Class 4 to Arete and Class 3 to Malvern Outdoors Centre), which is to provide education directly related to the National Curriculum, we do not make any charge for the education aspect of the trip. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents/carers are in receipt of certain benefits they may be able to receive a reduction in the cost of this activity, please see information below under 'Families qualifying for remission or help with charges'.

Music Tuition

All children study music as part of the normal school curriculum, and a tutor is commissioned for this activity. We do not charge for this. There would be a charge for individual or group music tuition if this is not part of the National Curriculum, as peripatetic music teachers charge for these lessons. Fame requires a voluntary contribution from parents in Class 3.

Swimming

The school organises swimming lessons for children in Key Stage 2. These lessons take place in school time and are part of the National Curriculum. Parents are not charged for the swimming lessons but contribute towards the cost of the transport.

Breakfast Club

On school days we offer a breakfast club from 8am to 8.40am. This club is staffed by nonteaching staff and, due to staffing costs and resources, there is a charge for this club. At present, the cost is £3.50 per pupil per day.

After School Club

On school days, we also offer an after school club from 3.15–5.30pm. This is to support working parents and carers. This costs £7 per day per child to cover the costs of staffing, food and resources for a FULL session and £3.50 for a half session.

Families qualifying for pupil premium 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/carers in particular circumstances,, this is outlined in our 'Pupil Premium Promise' letter available under 'letters' on our website.

Criteria for qualification for pupil premium are given below.

Parents/carers in receipt of

- Income Support
- Income-based Jobseekers 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 does not exceed £16,040 (as assessed by HM Revenue and Customs)
- Guaranteed State Pension

There are also occasions where parents approach school because they may be struggling financially. The ethos of school is to support families during these times. This includes ensuring they are accessing all financial support they are entitled to but could also include the reduction or waiver of school related costs

for a temporary period such as dinner money, breakfast club, trips and school uniform.

Please visit the website below to apply:

https://emsi.worcestershire.gov.uk/CitizenPortal_LIVE/en and apply through the 'Free School Meal Application' section. Monitoring and Review

This policy is monitored by the Governing Body and will be reviewed yearly.