

# Marwood School

## CHARGING AND REMISSIONS POLICY May 2017

### Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DFE guidance and complements the school's existing policies.

### Definition

The school day is defined as: 8:30 a.m. to 3:00 p.m.

### Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy tri-annually.

### Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. (See below)

**Voluntary contributions** will be sought for all activities during the school day which entail additional costs e.g. **coach transport to swimming and gymnastics and other sporting events; day trips; cooking; events and activities in school where expertise is bought in to enhance the curriculum.** In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities]

### Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day where professional coaches run the club, for example *Football Club and Cricket*. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

### Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### Residentials

Charges will be made for board and lodging.

Charges will be made to cover the other costs incurred by the trip – supervision, transport, expert tuition, entry fees, activities etc. Variations in the amount charged will be calculated on the basis of eligible benefits received by the family and representation by families to the school due to financial hardship. (see Calculating Charges.)

### Minibus

Marwood School does not run its own minibus and hires bus and coach transport from local contractors. The approved contractors used are: Taw and Torridge, Streets and Filers.

## **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 or won't. Support for cases of hardship will come through voluntary contributions and fundraising. The School will apply to the Fullabrook CiC for financial support for offsite visits – this is a new fund from April 2017 and will be reviewed by the CiC in 2018.

Parents who would qualify for support are those who are in receipt of eligible benefits. The headteacher will consult with governors when families not in receipt of eligible benefits (see below) request financial assistance with charges.

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

## **Music Tuition**

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

## **Eligible benefits**

Pupil Premium – an element of a qualifying child's pupil premium can be used to fund charged for school events to ensure that the child is not disadvantaged.

Income Support;

Income-based Jobseeker's Allowance;

Support under part VI of the Immigration and Asylum Act 1999; or

Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed £16105 – May 2017).

**Date established by governing body 16/05/17**

**Date for next review May 2020**