



## Charging and Remissions Policy

Date of issue	Next review	Version	Signed: Chair of Governors	Signed: Headteacher
January 2020	January 2022			

### Single Equality Statement

This Single Equality Scheme for schools in Mundella Primary School provides a format for addressing the statutory duties of the Equality Act 2010 and The Children and Families Act 2014. This supersedes and brings together all previous statutory duties in relation to race, gender and disability and also addresses the duty to promote community cohesion, thus meeting the school's statutory duties in these areas.

Our Access and Single Equality Scheme is available to view and download on our website.

### Governor Statement

The Governing Body of Mundella Primary School works as a 'whole team', meeting 6 times per year; spread evenly across the year, without any separate committees excepting finance. In addition to these meetings, we have termly Governor Monitoring Visits (GMV); usually lasting around four hours and organised to effectively observe, scrutinise, challenge and support a range of school activities and personnel.

An agenda for each meeting and GMV will include all the tasks which the governing body is required to consider, and the governing body will plan assignments or activities; arising from the business of the meeting or that fall into the annual monitoring schedule, which will be recorded in the minutes and then undertaken as directed.

In addition to 'commissioning' activities or actions on their behalf, the governing body may wish to delegate monitoring activities to 'monitoring pairs' or 'individuals'. This could apply to statutory functions, and/or the priorities of the School Plan. They may also arrange to visit the school, or attend school activities, at any time; at the discretion of the Headteacher, to undertake monitoring activities as and when they are available to do so.

In each case, where a function has been delegated there is a statutory duty to report any action or decision to the governing body at the next meeting.

The Governing body cannot charge parents and pupils for any activity unless it has drawn up a charging policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The governing body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The school can charge for optional extra activities; provided mainly or wholly outside school hours, as long as such activities are not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Additional information regarding charging for school activities can be found on the website linked below.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

## 1. 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 school day is defined as:	Phase 1 (R and Y1)	08:55 - 11.50	12:50 - 15:15
	Phase 2 (Y2, Y3 and Y4)	08:55 - 11:50	12:50 - 15:15
	Phase 3 (Y5 and Y6)	08:55 - 12:20	13:20 - 15:15

## 2. What was consulted?

The policy has been informed by A Guide to the Law for School Governors.

## 3. Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy. It also reflects the school values.

In addition we add this statement to letters about additional school trips and activities.

*At Mundella we have developed a rich and broad curriculum which includes opportunities for learning through educational visits and visitors. The bulk of the cost for these activities is covered by the school however, without voluntary contributions (when requested) some of these activities may have to be cancelled and alternative options considered.*

#### 4. Roles and responsibilities of headteacher, other staff, governors

The headteacher will ensure that the following applies:

##### 4.1. 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 individual pupils or groups of up to four pupils to play a musical instrument.

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.

From time to time we may invite a non-school based organisation such as theatre groups, storyteller, and wildlife organisations, to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

##### 4.2. Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example football coaching. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

##### 4.3. 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 may be made. When such activities are arranged parents will be told how the charges were calculated.

##### 4.4. Residentials

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

## 5. 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 are in receipt of certain state benefits such as Income Support.

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

## 6. Arrangements for monitoring and evaluation

The Finance Monitoring Team will monitor the impact of this policy on a regular basis.