

Amble First School

Charging and Remissions Policy

The Governing Body and staff at Amble First School recognise the valuable contribution that a wide range of additional educational activities can make towards providing a rich and diverse education for our pupils.

We aim to promote and provide a variety of activities, including educational outings, visitors into school, clubs and other enrichment experiences, to strengthen and enhance our curriculum provision.

In accordance with the Education Act 1966, sections 450 – 461, the Governing Body will make no charge for any educational activities provided during school hours as part of the curriculum. However, the Governing Body reserve the right to levy charges for the following activities, arranged by the school. These charges will not exceed the actual cost of the activity.

There is no charge for activities during school hours with the exception of music tuition

School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount each week decided by governing body of the school.

Voluntary contributions

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are part of the set curriculum, including sports matches against other schools.

Optional Activities outside school hours:

The full cost of any activity, including residential visits, which takes place out of school hours may be charged to parents, as long as they are not a necessary part of the National Curriculum, and examination syllabus, or religious education, when no charge will be made.

In fixing the charge, the school will take into account the costs of transport, supervisory staff and supply cover. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined above

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit. Travelling time is included in time spent on activity.

Residential activities**Our school will charge for:****Board and lodging**

When any visit has been organised by the school where there may be a cost for

board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

Travel

Travel charges will apply. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Our school will not charge for:

Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Music tuition within school hours

Amble First School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument. A charge will be made to all pupils for the hire of any instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

Amble First School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

Extended services

Amble First School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities at the end of the school day, on some days
- breakfast club at the start of the school day - charges cover staffing and food costs
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Damage to property and breakages

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headmaster and dependent on the situation.

Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance

- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

Inability or unwillingness to pay

Amble First School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

JA Jenkins

October 2015

Agreed by On behalf of the Governing Body

Date.....

Reviewed by H.Bruce On behalf of the Governing Body

Date November 2017
