

## **DODFORD FIRST SCHOOL**

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**Every Day, a Learning Journey**

**Charging and Remissions Policy**

## **Charging & Remissions Policy**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences, can make toward pupils' personal and social education. We aim to promote and provide such activities, both as part of a broad and balanced curriculum and as additional optional extras. The funding details are described below. The governing body will review the details of the policies set out below on a regular basis.

### **Charges**

The policy of the governing body is to pass charges on to parents for all activities where this is legally permissible, subject to the remissions policy set out below. The governing body has determined this policy in order to ensure that the funds at its disposal will be used to support the essential elements of the curriculum equitably for all pupils. Specific details of the charging policy in respect of different categories of activity are itemised below.

The school will inform parents on low incomes and in receipt of the benefits which qualify the child for free school meals of the support available to them when being asked for contributions towards the costs of school activities.

#### **Charges will be made for:**

- **Board and Lodgings ( for residential courses)**
- **Instrumental tuition ( individual or small group)**
- **Optional extras**

No charge will be made nor voluntary contributions invited for any activity which the governing body deems to be essential for the curriculum, with the exception of the **board and lodging** element of residential courses, which will be charged to parents at full cost as permitted by the Education Act 1996 and following guidelines set by Worcestershire County Council Directorate of Educational Services Charging & Remissions Policy (2005).

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support;
- Income based job seekers 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 £16190;
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance.

### **Tuition in the Playing of Musical Instruments**

The Education reform Act 1996 and findings from the Education and Inspections Act 2006 specify circumstances where charging can be made for music tuition. Charges can be made for teaching either individual pupils or groups of any appropriate size (providing the size of group is based on sound pedagogical principles) to play an instrument or to sing.

Parents who can prove they are in receipt of the benefits specified above will be invited to apply for a bursary from WCC specifically for instrumental tuition if they wish to book tuition. Funding will not be provided by the school.

### **Optional Extras**

These are activities which are not essential for the school curriculum and also take place wholly or mainly, according to the definition of the Education Act 1996, outside school hours. Parents will be charged the full cost for each pupil taking part in such activities.

## **Remissions**

Any charges made in respect of activities essential for the curriculum will be remitted for all children whose parents are in receipt of :

- Income Support;
- Income based job seekers 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 £16190;
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance.

The governing body may additionally remit all or part of such charges in special needy cases, determined at their discretion, but undertakes no obligation to do so. Applications should be made to the Headteacher and will be reported anonymously to the Governing Body.

## **School Uniform**

There is no longer a local authority grant towards the cost of school uniform, however, any parent in financial hardship (meeting the criteria specified above) on entry to the school may request financial assistance of up to £30 as a one off reimbursement towards the cost of uniform. Receipts will be required as proof of purchase. Any such request should be directed to the Headteacher for authorisation, in discussion with the Chair of Governors.

## **Voluntary Contributions**

The Head and Governors of Dodford First School support a voluntary contribution policy for all educational trips and activities organised by the school. This includes transport costs, insurance and entrance fees (where applicable) to places of interest. Parents are asked to make a voluntary contribution towards the cost of any visit made by their child. Pupils who do not make a contribution will be allowed to participate in the visit, if the visit does take place. However, trips may have to be cancelled if sufficient funds are not raised and parents will be made aware of this at the time of requesting contributions and parents in financial hardship should contact the Headteacher in confidence.

Parents are also kindly requested to make an annual voluntary contribution of £5 per child to the School Fund at the start of the school year, but this is not compulsory.

School fund provides 'extras' for the curriculum such as workshops, theatre and drama productions and transport to special events during school time as well as specific items made for projects and taken home on completion.

## **Policy Review**

This policy will be reviewed annually by the Finance Committee in line with the School Development Plan.