

St Kenelm's Church of England School



Charging and Remission Policy

October 2022

Our Vision

Nurturing each and all. Guiding, Trusting, Inspiring and Celebrating.

(The Parable of the Lost Sheep, Matthew 18. 10-14)

Our vision is to celebrate and support all individuals on their life journey within a Christian ethos. We aim to provide a nurturing environment inspiring all to achieve their full potential and flourish through personal discovery within a caring, trusting community.

Respect, Honesty, Friendship, Compassion, Thankfulness & Wisdom.

Our Values

Values are fundamental expressions of what we think and believe. As a school we encourage children to think about personal and social values and to develop their capacity to be active and effective citizens.

Our Ethos

St Kenelm's School demonstrates the major Christian values in the ways children are cared for and in the care and respect the children are expected to show towards all other people, the world beyond the school and their immediate surroundings. As a school, we celebrate the diversity of the wider community and are committed to the principles of inclusion and equal opportunity.

Being kind, helpful and tolerant to each other in line with New Testament teaching underpins the school's ethos.

Following Jesus, our Good Shepherd, our hope is that children will grow into good shepherds themselves; treating each other with love, kindness, care and respect, as they would want to be treated themselves.

Rationale

The Staff and Governors of St Kenelm's Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Charging and Remissions Policy describes how we will do our best to ensure that a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

1. This policy identifies activities for which:

- Voluntary contributions may be requested
- Charges will not be made
- Charges will be made
- Charges may be waived

2. Voluntary Contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law states:

If the activity cannot be funded without voluntary contributions, the Governing Body or Headteacher will make this clear to parents from the outset.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

3. In-line with OCC Guidance no charges will be made for:

- An admission application to any maintained school.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Education provided on any trip that takes place during school hours (see section 4).
- Education provided on any trip that takes place outside school hours (see section 4)
 - if it is part of the National Curriculum, or
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip.

4. In-line with OCC Guidance Charges may be made for:

a) Activities outside school hours

Residential and non-residential activities (other than those listed in Section 3 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours). (See Section 9).

b) Residential visits during school hours

The board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see Remissions Policy below) will be exempt from paying the cost of board and lodging.

To determine whether a residential trip/visit is in or out of school time, the following applies: If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

c) Music Tuition

Music tuition for individuals or appropriately sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

5) Voluntary Contributions

Nothing in legislation prevents a school Governing Body from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. It will also be made clear to parents that there is no obligation to make any contribution; when making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit or activity, then it will be cancelled.

6) School Charging Policy

As a school, we recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities, for example After-school Clubs.

It is the policy of St Kenelm's Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activity or items which will/or may be charged for	Notes	Charged or voluntary contribution
Materials, books, instruments, or equipment, where a parent wishes their child to own them	E.g. clay model – a charge to cover the cost of the clay	Charged Financial support available as outlined in sections 7 & 8 below
Music tuition provided by the OCC Music Service, where parents have opted for music tuition beyond that delivered as part of the school's curriculum; or where the music tuition is extended	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or group of pupils	Charged Financial support available as outlined in sections 7 & 8 below
The board and lodging component of residential trips	The charge will not exceed the actual cost	Charged Financial support available as outlined in sections 7 & 8 below
D&T Ingredients and Materials	The charge will not exceed the overall cost of the project. Cooking is partially subsidised by SKSA	Voluntary contribution
Trips and visits to enhance the curriculum and provide first-hand experience	The contribution requested will not exceed the actual cost of the event.	Voluntary contribution
Visitors into school to enhance the curriculum	Such opportunities are typically subsidised from the school budget, for example circus skills, dance workshops. The contribution requested will not exceed the actual cost of the event.	Voluntary contribution
Transport for swimming sessions	A charge will be made toward enabling children to access swimming sessions. The school extends the government funded provision (10 weeks in a school year) to enable children in Y3 & Y4 to swim for a term each academic year.	Voluntary contribution
Breakfast & After school clubs	A charge is made to cover the direct cost of the activity where fees are payable	Charged Financial support available as outlined in sections 7 & 8 below

Fundraising and charity events are considered to fall outside of this policy

7. Support offered to families who has difficulty making a financial contribution

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 cost to families, who have difficulty making a financial contribution.

Parents are encouraged to speak with the School Business Manager to discuss what financial support is available.

8. Families qualifying for charges to be waived or help with charges.

If financial support is available in relation to a particular charge, it is indicated in the right hand column of the table above. Specifically, where children are eligible to Free School Meals, the school receives Pupil Premium funding (criteria for qualifications are below) and will cover in full or part any charge or voluntary contribution

- Income support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue & Customs) that does not exceed £16,190*
- The guaranteed element of State Pension Credit
- Working Tax Credit 'run-on' - the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit.

*Updated criteria and figures at: <http://schools.oxfordshire.gov.uk/cms/content/free-school-meals>

Additionally, parents may claim help with some costs in the following circumstances:

- If more than one child in a family is going on a trip or visit, and this puts the family under financial pressure.
- If a family is experiencing financial difficulty resulting from unforeseen circumstances.

Parents are encouraged to speak to the Headteacher to discuss what financial support is available.

9. Additional Considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, we will try to adhere to the following guidelines:

- We shall publish notification of school trips and their approximate cost as far in advance as possible so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice, it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

This policy is reviewed annually by the F&P Committee.

Date: October 2022

Date to review: October 2023

Approved by Chair of Governors

A handwritten signature in black ink, appearing to read 'Dan Pullin', written in a cursive style.

Daniel Pullin