



CHARGING AND REMISSIONS POLICY (including Extended Services)

Reviewed by the Local Governing Body: **Autumn 2017**

To be reviewed: **every 3 years**

Next review: **Autumn 2020**

Date Approved by the Genesis Education Trust Board: **Autumn 2017**

**Except in the case of dismissal the term 'Head Teacher' refers to the Executive Head and the Heads of School (Federation). The power to dismiss is vested in the Executive Head Teacher or Head Teachers of individual schools. Executive Head/ Head Teacher/Head of School/Associate Head (henceforth referred collectively as Head Teacher, unless specifically stated)*

Index

1 Introduction

2 Activities for which no charges will be made

3 Voluntary Contributions

4 Activities for which charges may apply

5 Extended Services at the School

6 Charging Levels

7 Remissions

8 Additional Considerations

9 Monitoring and Review

1 Introduction

The Genesis Education Trust are Christian communities. We believe 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 a good range of visits and activities is offered and, at the same time, try to minimize the financial barriers which may prevent some pupils taking full advantage of the opportunities.

This policy has been informed by the Local Authority's guidance on: *Developing a Charging Policy for Extended Services*.

1.1 Purpose

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

1.2 Definition of the School Day

The school day commences as early as: 8.40am and as late as 3.30pm (excluding the midday break).

1.3 Responsibilities

The head teacher will ensure that all staff are familiar with and correctly apply the policy.

The governors will review the policy annually as part of the annual budget setting cycle.

2. Activities For Which No Charges Will Be Made

During the school day all education or activities that are a necessary part of the National Curriculum or the school's curriculum for religious education will be provided free of charge. This includes the supply of any materials, books, instruments or other equipment, and transport to take pupils between the school and the activity.

Education provided outside of the school day will be provided free of charge if it is part of the National Curriculum, or part of the school's curriculum for religious education.

2.1 Swimming Lessons

The school organises swimming lessons for each class at some point during their time at the school. These take place within the school day and are part of the National Curriculum. We therefore make no charge for this activity. We do however inform parents when these lessons are to take place, we ask parents for their written permission for their child to take part in these lessons, and we do seek voluntary contributions towards meeting the costs of providing these lessons (see 3 below).

3. Activities For Which Charges May Be Made

3.1 Activities Outside School Hours

Charges may be made for non-residential activities, 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). When such activities are arranged parents will be told how the charges were calculated.

3.2 Residential Activities

For residential trips deemed to take place during school time no charges may be made for any part of the trip other than for the board and lodging costs of that trip. However, pupils whose parents are in receipt of certain benefits (see 7 'Remissions' below) may not be charged for board and lodging costs in those circumstances. In

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such circumstances, the school may request financial support in meeting the actual cost per eligible pupil, from the Governors' School Appeal fund, on behalf of those pupils whose parents are in receipt of such benefits. The granting of such support will be at the discretion of the Appeal Fund Trustees.

3.3 Music tuition

All children study music as part of the National Curriculum. We do not charge for this.

There will be a charge for individual or group music tuition, if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons for which we make a charge. We give parents of eligible children information about additional music tuition and its associated costs at the start of each school year.

3.4 School Dinners

All children attending the school may opt to take a cooked lunch during the midday break; the cost of the lunch is standard.

Children who qualify for Free School Meals are exempt from this charge.

- The School reserves the right to reduce payments on a temporary basis for a family in crisis at the Headteacher's discretion.

4 Extended Services At The School

4.1 Breakfast and After School Clubs

The school runs breakfast and after school club of which there is a charge. The school also offers a number of activity clubs before or after school, which for some there is a small charge. Some are run by external members and some by internal staff. The schools will supply on request details of the after school clubs currently taking place.

5. Charging Levels

Where charges apply, these will be levied as appropriate to fully cover the costs on a non-profit making basis.

6. Remissions

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 charge to parents in particular circumstances. For the purposes of applying this remissions policy, these circumstances are deemed to apply for any parent who is deemed to be in receipt of an 'eligible benefit'. A parent will be deemed to be in receipt of an eligible benefit if they receive one of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Section 12 (definition of the Asylum and Human Rights Claim) of the Immigration, Asylum and Nationality Act 2006
- Child tax credit, provided that working tax credit is not also received. *Please go to the website <https://www.gov.uk/child-tax-credit/what-youll-get> for an up to date guide of information relating to what you could be entitled to.*
- The guarantee element of state pension credit

- Universal credit in prescribed circumstances**

***the Government plans to prescribe the circumstances when universal credit is fully rolled out"*

7. Additional Considerations

Both schools recognise their responsibility to ensure that the offer of activities and educational visits do not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits, giving parents as much notice as possible.
- We shall establish a system for parents to pay in installments where this is more convenient to them.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by installments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid this method of selection where possible.

8. Monitoring and Review

All schools' recognize their responsibility will be reviewed annually.