



# **Whitstable Junior School**

## **Charging & Remissions Policy**

Governors' Committee Responsible: Strategy Committee

Status: Statutory

Review Period: 3 Years

Date approved: January 2024

Next review date: January 2027

## **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: 8:45am to 12:30 pm and 1:25 pm to 3:15 pm.

## **What was consulted?**

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

## **Relationship to other school policies**

The policy complements the school's equal opportunities policy, educational visits policy, curriculum policy, and the teaching and learning policy.

## **Roles and responsibilities of Headteacher, other staff, governors**

The **Headteacher** will ensure that the following applies:

### **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.

Charges will be made for materials, books, instruments or equipment where the child's parent wishes him/her to own them e.g. DT projects

The staff and governors recognise the importance of activities that while not an essential part of the curriculum, add value and enjoyment to the experiences of the children. Voluntary contributions may be sought for such activities during the school day which entail additional costs, [for example visit by outside organisations such as Music for Change who provide dance, music or other activities]

In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not contribute. Children of parents who do not contribute 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.

### **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 will be made where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

### **Residential visits**

Charges will be made on residential visits which are part of the national curriculum 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, provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008.

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 and where the visit is not an essential part of the National Curriculum or part of an examination syllabus. In such cases, parents will be told how the charges were calculated.

### **Music Tuition**

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus. [music lessons in school time but provided by private tutors]

### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example clubs, trips to concerts/matches etc. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

### **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 in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008.

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

### **Voluntary Contributions**

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However, it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs, [for example trips to museums, farms, parks.]

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.

### **Arrangements for monitoring and evaluation**

The Governing body will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

### **Pupil Premium Funding**

Pupil Premium Funding is allocated at the start of each Financial Year and a breakdown of funding can be found on the school website and a general statement attached as Appendix I to this document.

## Pupil Premium Statement

As a result of evaluations of interventions carried out in previous years and detailed analysis of pupils currently on role, the Governors have agreed to target the Pupil Premium Grant to:

Action
<ul style="list-style-type: none"><li>• Pay the salary of an additional LSA's to offer 1:1 or small group tuition for targeted Pupil Premium pupils</li><li>• Pay the additional costs of a 1:1 tutor who is a qualified teacher for a small number of Pupil Premium pupils</li><li>• Pay towards the costs of an additional LSA who will provide additional learning support in NC Year 5</li><li>• Fund the costs of a play therapist to support individual children</li><li>• Partially fund the costs of a Family Liaison Officer to work with children and families – including an extension of this role to include CAF manager thereby increasing the support available externally to vulnerable families</li><li>• Partially fund the costs of two well-being mentors to support the social, emotional and behavioural needs of targeted children, including the provision of a structured play / supervised lunch time Games Zone on the playground</li><li>• Partially fund the salaries of a team of LSA's to ensure focused interventions and support for PP pupils as identified in termly (6 X per year) pupil progress meetings</li><li>• Contribute towards the costs of enrichment activities for some vulnerable families e.g. fund individual costs of class trips and residential school journey, provide uniform or school PE / swimming kit. Contribute towards costs of free/partially funded breakfast and after school clubs for specific vulnerable children</li><li>• Partial funding of Read, Write Inc resources and additional staffing costs</li><li>• Purchase of equipment to accelerate learning or support learning e.g. laptops, desktops, software/licences</li></ul>