



RYECROFT C. E. MIDDLE SCHOOL

POLICY STATEMENT

CHARGING AND REMISSIONS

Part of the Uttoxeter Learning Trust



The Vision of the Staff, Pupils and Governors of Ryecroft C.E. Middle School

Embracing a culture where, no child is left behind and every child achieves their potential, we value and respect all of the children that God has put in our care, ensuring Ryecroft is a safe, happy and inspiring place to be.

Ryecroft enriches the lives of our children beyond the classroom, through a range of social, emotional, physical and spiritual experiences so they develop into mature and responsible adults and experience life in all its fullness.

The School works with Church, local and global communities, to find opportunities to work together, serve one another and support those in need, demonstrating the Christian values of trust, humility and perseverance.

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the School is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered by the Headteacher.

Definitions:

Community Facilities – activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the school

Remission – where a charge is not payable, either in full or in part

Sinking Fund – a reserve put aside over a number of years to pay for major maintenance or renewal costs

Prohibition of Charges

The Governing Body of the School recognises that the legislation prohibits charges for the following:

- 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 religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;

- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place 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 schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;

Charges

For the following

- (a) Board and lodging on residential visits (not to exceed the costs)
- (b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (b) Individual or group tuition in the playing of a musical instrument
- (c) Re-sits for public examinations where no further preparation has been provided by the school
- (d) Costs for non-prescribed examinations where no further preparation has been provided by the school
- (e) Any other education, transport or examination fee unless charges are specifically prohibited
- (d) Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (e) some extra-curricular activities and school clubs
- (f) Letting of the school premises or grounds
- (g) Extended school care activities such as breakfast club, after school club, holiday

clubs and “wrap around” nursery provision

- (h) Charges for materials or ingredients where the pupils wish to have the finished product
- (i) 1.29% + 20% VAT charge to cover for ParentPay service charges (charges will be included in the total cost of each visit).
- (ii) 25p per pupil to cover for insurance costs (charges will be included in the total cost of the visit).

Consideration will be given to (on an individual needs basis)

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school’s budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear

Music Tuition

All pupils study music as part of the normal school curriculum. No charge is made for this provision.

There is a charge for individual or small group music tuition, since this is an additional curriculum activity. These lessons are taught by peripatetic music teachers and payment is requested in advance; no lessons are booked until this is received. Parents are encouraged to hire or purchase and insure musical instruments for their child. Parents may be asked to purchase sheet music and replacement strings/reeds. If a child wishes to discontinue, a full terms notice is required.

Swimming

The pupils participate in swimming lessons during school time and lessons are part of the National Curriculum. No charge is made for this activity.

Extra Curricular Activities

The school may offer extra curricular activities after school. Where these are run by a member of the school's staff, there is normally no charge. Sometimes, an activity is run after school organised by a qualified person who is not a member of the school staff or a club, e.g. Stoke City Football Club, Drama. A charge could be made for these sessions, payable to the qualified person or club.

Transport

The school cannot charge for transport provided in connection with an educational visit but may ask for a voluntary contribution.

The school may make a charge if pupils are transported in a minibus or coach to an extra curricular activity. However, these charges will be used to cover the expenses of the trip only and not to make a profit.

Voluntary Contributions

The school invites parents to contribute towards the cost of school trips or visits organised to enrich the curriculum and educational experience of the pupils. All contributions are voluntary.

No pupil will be excluded from an activity or trip simply because the parents are unwilling or unable to pay. The pupil is still given an equal chance to go on the visit or participate in the activity.

If sufficient voluntary contributions are not received, then it may be necessary to cancel the trip. If the trip goes ahead, it may include pupils whose parents have not given any contribution. These pupils will not be treated any differently to other pupils whose parents have made a voluntary contribution.

Parents may be invited to make a voluntary contribution for the following (optional extras):

- Curriculum visits
- Non Curriculum visits

- External providers in school delivering workshops etc.
- School visits
- musical events
- Transport costs
- Insurance Costs
- ParentPay service charges

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition, the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
- that the trip may be cancelled if sufficient voluntary contributions are not received

The costs of any optional extra undertaken by any pupil whose parents are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

External Lettings

The school has a Lettings Policy.

Remissions

Charges will be waived or reduced for parents whose children are entitled to receive Free School Meals. Parents are asked to let us know immediately if entitlement stops.

In addition, the school receives pupil premium funding for children who have been eligible for free school meals at any point within the last six years.

At Ryecroft, we use a proportion of the pupil premium funding we receive to support our intention of redressing the balance of deprivation experienced by those children, whose economic circumstances are such, that they may experience challenge in accessing the same educational and enrichment opportunities as those afforded to other children. We believe that

valuable enrichment opportunities such as experiencing an outdoor residential visit should be accessible for all our students. To ensure all identified pupil premium pupils have access to a wide range of new and challenging enrichment opportunities, and are able to participate in school visits which are part of the curriculum, pupils will be entitled to the remission of charges for the following:

- Accommodation and meal costs in relation to residential school visits to an Outdoor Education Centre.
- School visits which are part of the curriculum
- Provision of a free breakfast or break-time snack - this service is provided to address problems relating to children being hungry on arrival at school and by mid-morning showing signs of tiredness, lack of concentration, and poor behaviour or learning.

Subsidised funding may also be available under the same criteria for the following:

- Music tuition provided by peripatetic music teachers in school – conditions for this particular funding are as per below
- School trips or visits that are not part of the curriculum studies but are organised to enrich the educational experience of the pupils, e.g. London
- lunchtime or after school clubs where a charge is made by an external provider
- uniform

The amount of the subsidy for any of the above activities will depend on:

- **The number of eligible pupils**
- **The requirement of the individual child**
- **The amount of funding the pupil has already received/been allocated for extra-curricular activities.**

Subsidised funding for music tuition for instrument and voice

The school's Governing Body, recognises the benefits musical tuition offers and believes that enrichment opportunities such as this should be made available to all of our pupils. With this in mind for 2018/2019 academic year, and if required, we are able to offer financial assistance in subsidising of up to 50% of the tuition fee.

In line with the requirements of regulatory bodies and to meet full accountability expectations, there is a criterion regarding the allocation and the continuation of receiving financial aid for musical tuition. There is no guarantee that all requests can be accommodated as pupil premium funding for extra-curricular activities is limited and needs to be allocated fairly amongst the number of eligible pupils.

In order to continue receiving financial aid for musical tuition, the pupil must maintain satisfactory progress and commitment. The purpose of their satisfactory progress is to ensure

that aid is put to its best use. Students who fail to progress, or indeed turn up for their musical tuition lessons, can mean a waste of financial aid funds.

Each term the Peripatetic Teacher will provide the school with an evaluation of the pupil's progress and commitment. Attending lessons, practicing at home and demonstrating progress is a clear indicator of their commitment. Therefore, in order for a pupil to continue to receive funding for musical tuition they will need to fulfill these requirements.

Provided there is sufficient funding and the pupil meeting the renewal requirements, aid will be renewable on a termly basis. If the Peripatetic Teacher and/or the school believe the pupil is not meeting the renewal requirements and/or they fail to attend two or more lessons during the term, they will no longer be eligible to receive further funding.

Parents will be informed at the end of each term if funding is to be continued.

Signed on behalf of the Governing Body:

Chair

Date