

Dulwich Hamlet Educational Trust

Dulwich Hamlet Junior School
The Belham Primary School



CHARGING AND REMISSIONS POLICY

Updated: May 2016

Approved:

CHARGING FOR SCHOOL ACTIVITIES

Introduction

No charges can be made unless the Board of Trustees, Governing Body of the school or Local Authority has drawn up a Charging Policy giving details of the optional extras or board and lodging that they intend to charge for, and a Remissions Policy.

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by Local Authorities in England. This policy has been written to provide at-a-glance information and complements the information given in “A Guide to the Law for School Governors” (Chapter 23). This guidance accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms. This guide is also referred to in paragraph 1.82 in the School Admissions Code, and in para 1.97 in the revised School Admissions Code (in force from 10/2/09).

Schools must ensure that they inform parents on low incomes and in receipt of the benefits and listed as ‘Pupil Premium’ of the support available to them when being asked for contributions towards the cost of school visits.

Education

Dulwich Hamlet Junior School and The Belham Primary School will not charge for:

- 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 Curriculum¹, 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 part of the National Curriculum.

Dulwich Hamlet Junior School and The Belham Primary School under certain circumstances will charge for:

- any materials, books, instruments, or equipment, where the child’s parent wishes him to own them;
- optional extras (see below);
- extra curricular music and drama tuition
- after school clubs.

Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. Optional extras are:

- education provided outside of school time that is not part of the National Curriculum;
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

¹ It should be noted that ‘part of the National Curriculum’ is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil all requirements under the National Curriculum.

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Dulwich Hamlet Junior School and The Belham Primary School Junior School will charge if there has been deliberate damage to books, equipment, buildings, and musical instruments. The charges made will reflect the extent of the damage incurred.

Voluntary Contributions

Nothing in legislation prevents the Board of Trustees, a school Governing Body or Local Authority 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, we make this clear to parents at the outset. It is made clear to parents that there is no obligation to make any contribution.

It is important to note that 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, then it may be cancelled. Dulwich Hamlet Junior School and The Belham Primary School will make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying as it is voluntary and **not compulsory**. Dulwich Hamlet Junior School and The Belham Primary School will send reminders to parents en bloc, but will not single out or identify publicly parents who have not made a contribution.

Residential Visits

Dulwich Hamlet Junior School and The Belham Primary School will not charge for:

- education provided on any visit that takes place during school hours;

- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or Religious Education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Dulwich Hamlet Junior School and The Belham Primary School will charge for:

- board and lodging and the charge must not exceed the actual cost.

Parents who can prove they are in receipt of particular benefits, or who have been identified as Pupil Premium or who have financial hardship which has been identified, will be partially exempt from paying the cost of board and lodging:

We can make funds available to subsidise families in financial difficulty. Parents are encouraged to speak to the Head of School regarding financial support. This is provided at the Head of School's discretion, following discussions if necessary with the Executive Head Teacher.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Charges can be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Parents who can prove they are in receipt of particular benefits, or who have been identified as Pupil Premium or who have financial hardship which has been identified, will be partially exempt from paying the cost of musical tuition.

We can make funds available to subsidise families in financial difficulty. Parents are encouraged to speak to the Head of School regarding financial support. This is provided at the Head of School's discretion, following discussions if necessary with the Executive Head Teacher.

After School Clubs:

All clubs run by outside providers charge for attendance and we aim to keep the costs of club attendance reasonable and affordable, bearing in mind the cost of provision. Clubs are paid for in advance and are for a block of ten sessions. Monies are not returned in the case of non-attendance but if the club provider or the school has to cancel, additional sessions are made up.

As well as a charge for attendance, some clubs will also make an additional charge for resources; these tend to be for cookery and occasionally for materials in art or craft clubs. These resources are charged at cost.

We will seek to have similar charges across all charging clubs, and the school will take a small administrative charge per child attending.

Parents who can prove they are in receipt of particular benefits, or who have been identified as Pupil Premium or who have financial hardship which has been identified, will be partially exempt from paying. Pupil Premium children will be offered one free club (over 10 weeks) per term.

We can make funds available to subsidise families in financial difficulty. Parents are encouraged to speak to the Head of School regarding financial support. This is provided at the Head of School's discretion, following discussions if necessary with the Executive Head Teacher.

Transport

Dulwich Hamlet Junior School and The Belham Primary School will not charge for:

- transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Governing Body as arranged for pupils to be educated;
- transport provided in connection with an educational visit (unless parents are informed that the visit will not be able to take place if we do not receive voluntary additional funding).

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, and not part of religious education.

Non-residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, 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.

Arrangements for monitoring and evaluation

The Audit Committee of the Board of Trustees will monitor the impact of this policy by receiving on a yearly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded and the source of those subsidies.

It will seek to evaluate the impact of the Pupil Premium on those children in receipt of this additional funding.