



Charging & Remission Policy – June 2017

All education delivered during standard school hours is FREE at the point of delivery and there is no charge for any activity undertaken as part of the National Curriculum. This includes:-

- Swimming tuition as part of the wider PE curriculum
- Coaching fees or professional services for lessons delivered IN SCHOOL TIME as part of a curriculum lesson (e.g. sports coaching)

Voluntary Contributions:

When organising school visits or outdoor excursions that have been planned to further enhance classroom based teaching and learning, the school will invite parents to make a voluntary contribution towards the cost of the visit.

In the main, this applies to the cost of transport to/from a venue but can also include entry charges to museums etc. The following is a list of the kind of additional activities organised by the school for which we would request a voluntary contribution (NB : The list is not exhaustive and is based on historic information):-

- Year 3 visit to Segedunum
- Year 6 visits to Beamish Open Air Museum
- Transport to/from a sporting venue where applicable
- Transport to/from any other venue where it would be considered too far to travel on foot
- Visits to the Theatre including ticket entry and transport **see note below re theatre visits.*

Information letters detailing the visit will be issued to parents with a suggested voluntary contribution. In ALL cases the cost suggested to parents is rounded down to a sensible sum. For example:

Cost of transport hire to a venue = £300.00

Number of children in the Year group participating: 71

Cost per head = £4.22 (£300 / 71)

Suggested Voluntary Contribution : £4.00

In such cases, the school fund carries the additional cost, and in many instances the cost is further subsidised from school fund if the overall cost is considered high e.g. in excess of £10.00.

Whilst we welcome contributions from all parents irrespective of their personal circumstance, a child who does not pay is not discriminated against and will still be allowed to participate in the activity.

All contributions are voluntary but we rely on the goodwill of our parents to fully support the event. If insufficient donations were received for a particular visit, we may have to consider cancelling the arrangements all together.

**In certain circumstances, we may ballot parents to request their views on full payment for a visit to the Theatre if the cost of tickets is particularly high and the visit cannot be subsidised from school fund.*

Parents who refuse to pay or cannot pay due to circumstance will still be allowed to have their child participate and no child will be at a disadvantage because of this. It is therefore possible that there will be children in a class who take part in the activity for whom no payment has been received.

Music Tuition:

The school provide music education as part of the National Curriculum and as such normal lessons do not carry any associated charge.

However, peripatetic tuition provided for guitar, violin and keyboard is considered a **specialist** teaching service and as such lessons are charged for.

**(See separate note below regarding Pupil Premium/FSM children).*

Payment for guitar tuition is made to the school; keyboard and violin lessons are billed directly to parents by the tutor.

Pupil Premium & Free School Meals Criteria:

Remission in ALL instances will be based on the real time eligibility of FSM children when an event or service is provided. On that basis, eligible FSM children would NOT be expected to contribute to a school visit. However, if a parent **chooses** to contribute, we will accept the gesture as support of the school.

FSM children will NOT be expected to pay for any other school based fees, including peripatetic music tuition*where that service is paid for by the school (e.g. Musical Mates), and in all such cases the fees will be met by the school on the child's behalf.

**Where children engage in lessons with the independent peripatetic tutor, to whom the school have no financial obligation, parents would be expected to pay the full cost. This is the only exception where school would not support a subsidy as the service has no impact on the school budget and is not a funded provision.*

FSM Ever6 Criteria:

The Pupil Premium is now calculated using the Government's Ever6 formula, which captures data for those children who have been eligible for Free School Meals *at any point* during the last 6 years.

The school therefore benefits from funding that has been calculated using an element of historic data for children who may not necessarily still be in receipt of free school meals, but at some stage hit the funding formula criteria. This funding also captures data regarding:

- Forces children
- Looked After children
- Children Adopted from Care

It is therefore considered appropriate for the Ever6 pupils to benefit from an element of remission for any applicable school fees when such costs are charged, even if they are no longer in receipt of FSM or other criteria linked funding.

The scale and value of this remission will be calculated on an individual basis, and will be considered in line with:-

- The full cost of the event/service;
- The number of children receiving FSM at the time of the event, who will take precedence due to their individual social circumstance and will therefore benefit from a higher level of remission;

- The total amount of funding received.

It is proposed for the 2017-2018 financial year, a sliding scale of remission will be applied to FSM/Ever6 children as follows:

Free School Meal children:	100% Remission of Music Fees <i>(where the school pays for the service)</i> 100% Remission of ad-hoc school visits (day) 100% Remission of school based After School Club fees 75% Remission of annual residential visit to Derwent Hill
Adopted from Care/ Looked After Child:	100% Remission of Music Fees <i>(where the school pays for the service)</i> 100% Remission of ad-hoc school visits (day) 100% Remission of school based After School Club fees 75% Remission of annual residential visit to Derwent Hill
Forces Child:	100% Remission of Music Fees <i>(where the school pays for the service)</i> 50% Remission of all other school based fees as listed
Ever6 child:	25% Remission of Music Fees <i>(where the school pays for the service)</i> 25% Remission of all other school based fees as listed

Residential Visit to Derwent Hill:

Derwent Hill will charge the school for a full weeks residence; charges vary according to the time of year of the visit. This covers the cost of all food, accommodation, equipment hire and Outdoor Co-ordinators fees. The school has the discretion to include the cost of transport in the final charge to parents.

Children who meet the Pupil Premium/FSM criteria will not be expected to pay the full cost of the visit, but will have the sum reduced by an amount deemed appropriate by the school. The amount of this reduction will be assessed after taking the following factors into consideration:

- The amount of Pupil Premium funding received for the financial year in which the visit will take place;
- The number of children eligible for FSM who meet the criteria;
- Other initiatives already funded or ring-fenced from the Pupil Premium budget

The school reserve the right to consider remission of the charge **in full** if a) there is flexibility in the budget to accommodate the cost b) the cost of supporting those children involved would not be to the detriment of other spending decisions or c)

any other exceptional circumstance that would mean a child was significantly disadvantaged by not participating. In this instance, the circumstances would need to be discussed with the Head Teacher.

Ever6 children will also benefit from a reduction in the full cost; this will be calculated using the criteria stated above.

School Based After School Clubs:

Most after school clubs are organised and delivered by school staff from 3.30pm to 4.30pm. In all such cases, involvement is free and children do not have to pay to attend.

In some cases, we may employ the services of a professional organisation, such as SAFC, for which the school would have to pay a service charge. In those instances, children may be charged a nominal fee for participation to cover the costs involved and this would be informed to parents as part of the joining instructions.

Children who meet the FSM/Pupil Premium criteria would have the relevant remission applied.

Passport & Driving Licence Verification:

We will charge ALL parents irrespective of circumstance a £10.00 service fee should they wish a member of staff to verify their identity regarding a formal application for a passport or UK driving licence.

June 2017