

IFIELD SCHOOL & KING'S FARM PRIMARY SCHOOL FEDERATION

CHARGING AND REMISSIONS POLICY

Date: Autumn 2016

Review Date: Autumn 2018

Ifield School & King's Farm Primary School - Charging and Remissions Policy

Status Statutory

Purpose

The purpose of the policy is to ensure that, during the school day, all pupils have full and free access to a broad and balanced curriculum.

The Ifield School day is defined as: 9.00am to 3.30pm

The King's Farm School day is defined as: 8.55am to 12.15pm &
1.10pm to 3.15pm

What was consulted?

Department for Education. Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities. October 2014

Relationship to other school policies

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

Roles and responsibilities of Head of School, other Staff, Governors.

The Head of School 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. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

The examination is on the set list, but the pupil was not prepared for it at this school

The examination is not on the set list but we arrange for the pupils to take it

A pupil fails without good reason to complete the requirements of any examination where the governing body or the LA originally paid or agreed to pay the entry fee.

Voluntary Contributions

Voluntary contributions may be sought for activities during the school day, which entail additional costs, [e.g. ingredients for food technology or materials for Arts and Craft lessons where the parents will own the finished article.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Pupils 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.

From time to time we may invite a non-school based organisation such as visiting theatre companies to arrange an activity during the school day. Such organisations may often charge and consequently the school may wish to request voluntary contributions towards this cost from the parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

PE Enrichment at Ifield School

Parents at Ifield School are asked to provide a voluntary contribution of £10 per term in Terms 1, 3 and 5 to contribute towards the cost of PE Enrichment.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, e.g. theatre trips. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. Support for cases of hardship may come through voluntary contributions and fundraising.

Ifield School After School Clubs

There are a wide choice of After School Clubs available at both the main school and sixth form sites. They are run from 3.30pm to 5.00pm on Monday to Thursday evenings.

In order to subsidise the cost of running the clubs Ifield has adopted a policy of allowing one free club per student and charging £5 per week for all other clubs attended. An additional charge of £1 is made for ingredients for Cookery Club.

Parents are advised that if there is insufficient interest then one or more of the clubs offered may be cancelled.

Payment for the term is due at the beginning of the each term.

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. When such activities are arranged parents will be told how the charges were calculated.

Residentials

Charges will be made for board and lodging, except for pupils whose parents qualify for hardship support.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or less of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

lfield School mini-bus (exceptions apply to the community minibus)

Only the school's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued by the LA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

Swimming at King's Farm School

King's Farm School organises swimming lessons for pupils in Years 2 and 3. These take place in school time. Parents are asked to make a voluntary payment for these lessons to cover the cost of specialist tuition. Parents are informed when these lessons are to take place and written parental permission is required for pupils to take part in swimming lessons.

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.

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

Arrangements for monitoring and evaluation

The Leadership Team will continually monitor the activities and costs; and The Finance and Resource Management Committee will monitor the impact of this policy by receiving biennially, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Ifield School is committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement in this school.

Single Equalities Scheme impact Assessment

This policy has been developed to ensure that there is no negative or adverse impact on any individual or group in terms of disability, race, belief, gender, sexual orientation or age. All opportunities for potential positive impact on individuals, groups and the community are embedded within the ethos, vision and values of the school.

Date: Autumn 2016

Review Date: Autumn 2017

Signed by Chair of Governors:.....

Signed by Executive Headteacher:.....

Signed by Chair of Governing Body Committee:
Finance and Resource Management Committee