



## **Charging and Remissions Policy**

## DOCUMENT INFORMATION

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| <b>Developed by:</b>      | Business Manager                        |
| <b>Key Contact:</b>       | Business Manager                        |
| <b>Approved by:</b>       | Finance Committee & Full Governing Body |
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| <b>Related Policies:</b>  |   |

### Version Control

| <b>Version No.</b> | <b>Description</b> | <b>Version Date</b> | <b>Author</b> |
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| 1.0                | First Draft        | Feb 2017            |               |
| 2.0                | Final Version      | March 2017          |               |
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## **1. AIM**

The Governing Body of Sinai Jewish Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The school also provides an enriched Jewish Studies curriculum in addition to the National Curriculum. The schools view this as part of providing the good quality education referenced in Article 28 of the UN Convention on the Rights of the Child as well as developing well-rounded members of the Jewish community.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

This Charging and Remissions Policy complies with statutory requirements and is reviewed on an annual basis by the school Governing Body's Finance Committee.

## **2. RESPONSIBILITIES**

The Governing Body of Sinai Jewish Primary School is responsible for determining the content of the policy and the Headteacher and School Business Manager are responsible for its implementation. Any decisions with respect to individual parents will be considered by the Headteacher.

## **3. PROHIBITION OF CHARGES**

In line with DfE guidance, the Governing Body will not charge for any of the following:

- An admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2014' rules out requests for financial contributions as any part of the admissions process;
- 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;
  - Is either an essential part of the National Curriculum
  - Is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.
  - Is for a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children's Act 1989).
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- Education provided on any trip that takes place during school hours that is part of the National Curriculum;
- 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 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;

#### **4. STATUTORY POLICY**

- Transporting registered pupils to other premises where the governing body or local 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; and
- Transport provided in connection with an educational visit.

#### **5. PUBLICATION OF INFORMATION**

This policy is available on the school website. A hard copy can be provided on request.

#### **6. CHARGES FOR CURRICULAR ACTIVITIES**

- Board and Lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside of school hours ('optional extras') to meet the cost for:
  - (i) Travel
  - (ii) Materials and Equipment
  - (iii) Non-teaching staff costs
  - (iv) Entrance fees
  - (v) Insurance costs
- Individual tuition in the playing of a musical instrument in limited circumstances, such as:
  - The tuition is provided at the request of the pupil's parent. In this case the charges may not exceed the cost of the provision, including the cost of the staff that provides the tuition.
- Re-sit(s) for public examinations where no further preparation has been provided by the school.
- Costs of non-prescribed examinations where no further preparation has been provided by the school.
- Any other education, transport, or examination fee unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused willfully or negligently by pupils
- Extra-curricular activities and school clubs.
- Certain Early Years Provision – The Education (charges for Early Years Provision) Regulations 2012
- Community Facilities - The powers to provide community facilities are under s.27 (1) of the Education Act
- School Uniform; including Kippots and/or other religious attire/uniform.
- Prayer books and other non-statutory literature such as birthday books.

## **7. SCHOOL TRIPS/VISITS**

Parents will be invited to make a voluntary contribution to the following:

- For class trips to locations outside of school that requires a fee to be paid.
- For the cost of a coach to and from the school (e.g trip to the seaside)
- Pay for the cost of an educational visitor to run a programme in school.
- A specified project.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents. Contributions are genuinely voluntary and the parent is under no obligation to pay.

The registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to a request.

Where there are insufficient contributions to make the activity viable, the activity may be cancelled.

Payments will be used to:

- Cover the admission fee for groups of children on trips.
- Cover the cost of coach transport to and from school.
- Cover the cost of employing an educational visitor into the school to run programmes.
- Cover the cost of specified projects, i.e. Security improvements.

## **8. CHARGES FOR EXTENDED ACTIVITIES**

Charges are made for optional, extra activities provided outside of the school day, for example

Breakfast and after-school clubs, sporting, arts and dance clubs. Charges are also made for extended activities provided in or around the school by, or on behalf of the Governing Body. This may include:

- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

## **REMISSIONS POLICY**

Charges for 'chargeable activities' may be fully or partially remitted for parents/carers receiving income support, income based job seeker's allowance, family credit or disability working allowance. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.