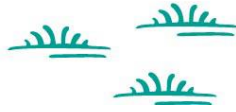


Gorringe Park Primary School



Believe, Achieve, Succeed

Our vision is

Our school **inspires** our children **to achieve**
in a safe and fun environment
so that they can take their next steps in life **with confidence**.

Charging and Remission Policy in Schools (LBM Guidelines)

Policy Review

Date Agreed: 9th December 2022

Next Review Date: December 2024

Signed by Chair of Governors:

Dated:

This policy is a synopsis of Merton LA's Charging Policy which was adapted by the governors at Gorrington Park and is implemented in order to meet aspects of our value statement.

The Education Reform Act (1988) states that:

"Activities offered wholly or mainly during normal teaching times should be available to all pupils regardless of their parents' ability or willingness to help meet the cost"

Charges will not be made for

- An admission application to any maintained school;
- 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 religious education;
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum or part of religious education;

Charges will be made for

- Material and ingredients used in some craft and cookery sessions if parents are informed in advance that they wish to own the end product (eg. a model or a cake or if the child is going to eat the product for lunch).
- Board and lodging for residential educational visits deemed to take place in school hours as well as outside of school hours.
- Childcare provision delivered by After School Childcare provision

Gorrington Park Primary School and London Borough of Merton can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Any materials, books, instruments, property or equipment where loss or damage has been incurred. Amount to be agreed at the discretion of the school.
- Optional extras (see below); and
- Music and vocal tuition, in limited circumstances
- Childcare Provision

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:
 - a) part of the National Curriculum;
 - b) part of religious education.

- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education.

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

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- Support 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; and
- 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.

Childcare Provision

The finance committee will agree a pricing structure for childcare provision delivered, by After School Club, on site and will review this annually. The governors are committed to supporting working and studying parents by providing affordable and high quality childcare; keeping charges to a minimum whilst ensuring sustainability.

As of 1st September 2018 the current fees are:

Breakfast Club charges £17.50 per week, per child or £6.00 per day, per child from 7.30am to 9.00am and £4.00 per day, per child from 8.00am to 9.00am.

After School Club charges £45.00 per week, per child and £10.00 per day, per child.

If a nursery parent is not entitled to the 30 hours free childcare, the school can provide nursery wrap-around-care from 8.30am to 3.30am for £75.00 per week or £15.00 per day. The charges are due to be reviewed in September 2023.

Voluntary contributions will be sought for

- Cost of travel and educational expenses on a residential activity. This, together with board and lodging, comprises the cost of a residential visit. Parents should meet the costs of board and lodging on all residential trips. Parents in receipt of family credit, income based jobseeker's allowance or income support, and unable to pay the full cost can approach the school for support.
- Cost of travel and educational expenses on a class outing or educational visit e.g. train fares, admission fees. Parents are invited to make a voluntary contribution. No child would be excluded from an outing or educational visit if parents choose not to contribute.
- Cost of special entertainments, music groups, drama groups, etc., which visit the school from time to time. Again, no child will be excluded from such activities if parents choose not to contribute.

NB *Without voluntary contributions, it would be impossible to find the resources to provide the above activities and if there are insufficient voluntary contributions to meet the cost of the activity, it may be cancelled. There is, however, no obligation for parents to meet the cost. No child will be excluded from an activity if parents are unable to contribute.*

Residential Visits

Gorrington Park 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 part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education; and

Gorrington Park Primary school can charge for:

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

Remissions

When informing parents about a forthcoming visit, it should be made clear that those who can prove they are in receipt of the following benefits may be exempt from paying the full cost of board and lodging:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

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 may 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.

Transport

Gorrington Park Primary School will not charge for:

- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;

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.

After School Extra Curricular Activities

At Gorrington Park we will always keep costs to a minimum, and we do not charge outside providers for use of the school premises – this is to keep charges down.

Activities – such as the school choir – which are run by teachers as part of their responsibilities are free to pupils (e.g.: KS1 clubs, gardening club, recorder club); however a small contribution (e.g.: £3.50 per session) is requested to cover the cost of resources that may be used.

Other clubs run by external providers are charged at the minimum possible; within these we are able to support families who fall into the categories listed above – they can approach us for support.

Agreed by Full Governing Board Committee December 2022.