Kea School Charging Policy 2020

Consultation that has taken place: This draft policy has been developed by the Headteacher and School Administrator and with consultation with the Resources & Safeguarding Committee

How the policy will be disseminated to the school's community: This policy is available on the school's website. Copies are available from the office.

Date Policy Formally Approved By Governors: 14 January 2020

Date Policy Becomes Effective: 14 January 2020

Review Date(s): January 2021

Person(s) responsible for Implementation and Monitoring: Headteacher, Administrator, School Governors

Approved by:	Resources & Safeguarding Committee	**Date:** 14 January 2020
Last reviewed on:	December 2018	
Next review due by:	January 2021	
Signed by:		**Name:**

1. Rationale

Our Governing Body must establish and keep under review a charging and remissions policy which complies with guidance from the Department for Education (DfE).

2. Basic Principles

Kea School is an inclusive school whose aim is that all pupils should receive equal access to curricular activities and that we act sympathetically and supportively towards families who may not be able to afford to pay for extra-curricular experiences for which there is a charge. This includes keeping such costs under review to ensure they are reasonable and seeking to arrange subsidies where appropriate either from school funds. Parents have a right to know how each trip is funded. The school provides this information on request.

3. The school will not charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);
- instrumental and vocal tuition for children in care;
- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

4. The school may ask for voluntary contributions towards the cost of school time activities to assist with funding subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;
- where there are insufficient contributions to make the activity viable then the activity will be cancelled.
- All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary. Children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents this will be explained to them at the planning stage.

4.1 Enrichment Activities

The school arranges a number of educational visits out of school and workshops/activities led by external providers into school to enhance and broaden the school curriculum. We make no charge for these enrichment activities but do ask for voluntary contributions towards the cost. Parents may also be asked to contribute towards the cost of materials for practical activities in some circumstances. In addition, some year groups have residential visits programmed into the school year. We ask for payment for these opportunities but give families advance notice to enable them to budget towards meeting the cost, arrange special payment arrangements to support individual families. The Pupil Premium Grant may be used to support enrichment activities for children who are in receipt of this funding.

The school invites parents to contribute to the cost of enrichment activities on a case-by-case basis. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may in some circumstances decide to cancel the activity. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. If parents are unable to contribute the full voluntary amount, they are encouraged to contribute whatever they can afford towards the trip or visit. The school may pay the shortfall and meet the additional costs in order to support the visit. The school only passes on the overall cost of a school trip and under no circumstances makes a profit. Parents may, if they wish, pay more than the minimum voluntary contribution to enable an activity to take place where others are unable to afford the voluntary contribution. If parents kindly wish to pay more, they may do so at their own discretion.

From time to time, Kea School Friends may fund some additional enrichment activities. In these circumstances, a parental voluntary contribution may or may not be requested.

4.2 Swimming Lessons

Swimming lessons are provided to Years 3 and 4 children during the autumn and spring terms. Voluntary contributions are requested to cover the cost of the pool hire, swimming tuition and transport.

4.3 Uniform

We expect children to wear our school uniform and encourage parents/carers to purchase items of uniform with the school logo on them from Keywear. We also hold second-hand uniform sales through Kea School Friends and try to support parents who may find the purchase of new uniform items prohibitive. We also expect children to be properly equipped for PE lessons. Where a parent/carer has a particular difficulty affording essential items of uniform, we will do our best to support them to ensure their child is kitted out appropriately.

4.4 Non-Uniform Days

From time to time, the school may decide to allow children to come to school in their own choice of clothes. This is usually related to fund-raising for a charity or to support the work of Kea School Friends. We ask for a voluntary donation on these occasions of money or an item that may be sold to raise money. If a parent wishes their child to take part in a non-uniform day but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully.

4.5 The cost of materials used in practical lessons

On occasions, the school may ask for a voluntary contribution towards the costs of materials for use in practical lessons. Where a parent is unwilling or unable to make a voluntary contribution, we allow the child to participate fully. We may also sometimes ask parents to help in preparation for a school performance by asking them to provide a costume, part of a costume or props. Again, these sorts of contributions are voluntary.

5. Activities that can be charged for:
The school may recover the full costs of the following activities whether these are provided directly or via a commissioning arrangement but charges must not exceed actual cost:

- educational or other activities provided wholly or mainly outside school hours which are not:
  (a) part of the National Curriculum;

(b) part of a syllabus for a prescribed public examination, which the pupil is being prepared for at school;
(c) part of religious education.

- Board, lodgings and transport costs for residential visits (subject to remission arrangements);
- cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours;
- cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school;
- instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers;
- school photographs taken by external photography company;
- day care facilities.
- any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.

5.1 Extra-Curricular Activities and After-School Clubs

Where additional clubs are offered by external providers or partner organisations before school, during lunchtimes or after school, a charge may be made. Charges for clubs and any other provision are made explicit at the time of offering opportunities to children. It is our intention that the school will make no profit from any such clubs/sessions. Extra-curricular activities delivered by school staff do not usually attract a charge.

5.2 Residential Visits

Where the school organises a residential visit in school time or partly school time, which is to provide education related to the National Curriculum, we make a charge to cover the costs of board, lodging, activities and transport. It is our aim that all pupils should receive equal access to residential visits and that we act sympathetically and supportively towards families who may not be able to afford to pay for such an experience. This includes keeping such costs under review to ensure they are reasonable and seeking to arrange subsidies where appropriate either from school funds or independent bodies.

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodgings for residential activities. Charges will still be made towards the cost of transport and activities:

- Universal Credit with net ('take-home') income not exceeding £7,400 (£616.67 per month)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support Under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit, provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190 as assessed by HMRC
- Working Tax Credit run on – paid for 4 weeks after you stop qualifying for Working Tax Credit

The Pupil Premium Grant may be used to assist with the payment towards residential visits for children who are in receipt of this funding.

6. School Property - Damage and Loss

If a child damages or destroys furniture or fittings, materials, apparatus, equipment, books or any part of the fabric of the building the school reserves the right to ask parents to pay the full or part cost of repair, replacement or restoration, where this is a result of a pupil's inappropriate behaviour. The headteacher, in consultation with the Chair of the Governing Body, will make the decision. Each incident will be dealt with on its own merit and at their discretion. Parents will be asked to pay the replacement cost of any library or reading book issued to a child that is lost or not returned to school when requested. We act sympathetically and supportively towards families who may not be able to afford to pay for such damaged items.

7. Kea Pre-school, After-School, Breakfast and Holiday Club

This is an independently run facility which is registered with Ofsted. There is a charge for these services and parents are invoiced direct by Kea Pre-School

8. Fruit and Water

We encourage parents/carers to provide their child with a fruit snack and water every day. This is entirely at parents' discretion. We are part of the Government's "Fruit for Schools" scheme which provides a free piece of fruit daily for all infant children.

9. School Meals

All infant children are entitled to a free cooked school meal at lunchtime. Parents/carers reserve the right to choose whether their child has school dinners, or a packed lunch brought from home. Parents/carers who wish their child to have a school dinner can pay Autograph using Parent Pay. Non-payment of dinner-money will be pursued by Autograph. A child may be eligible for free school meals if the parents/carers receive:

- Universal Credit with net ('take-home') income not exceeding £7,400 (£616.67 per month)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support Under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit, provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190 as assessed by HMRC
- Working Tax Credit run on – paid for 4 weeks after you stop qualifying for Working Tax Credit

10. School Documents and Curriculum Information

The school is committed to making information easily accessible to parents/carers. Parents/carers are able to read some school policies on our website or on the school premises, free of charge. Documents held on the school website are available to download free of charge.

11. Donations

This policy does not include provision to ask for a voluntary contribution per child on roll, per term to a School Fund. If parents kindly wish to make a donation to support school activities at any time, we will be pleased to accept.