

## **MAYFIELD SCHOOL CHARGING AND REMISSIONS POLICY**

### **Introduction**

Mayfield School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

### **Definition**

The school day for each section of Mayfield School is shown on the school website. The midday break does not form part of the school day.

### **Responsibilities**

The headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually in the summer term.

### **Policy statement**

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 an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil, we will make a charge.

Our Primary section extra-curricular programme will also be provided free of charge until 4.30pm each evening.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.

### **Voluntary Contributions**

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example trips, educational visits or performances in school from theatre groups.

The school can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities such as school trips or visiting drama performances will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity/trip will be cancelled.

There is no obligation to parents to make any contribution. The child will not be excluded from

any activity due to his or her parents/guardian/carer either unable or unwilling to pay.

### **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/carers will be told how the charges were calculated.

### **Optional activities outside of the school day**

We may charge for optional, extra activities provided outside of the school day, for example swimming club. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents/carers in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

### **Optional Extras**

Charges will be made for some activities 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c. Part of religious education.
- \* Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- \* Board and lodging for a pupil on a residential visit.

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;
- \* Non-teaching 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 will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not include a subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or

unable to pay the full charge. A charge will not be added for the cost of alternative provision for those pupils who do not wish to participate. Participation in any optional extra activity will be on the basis of parental/guardian/carer choice and a willingness to meet the charges. Parental/guardian/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **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 or won't.

### **Pupil Premium Funding**

Mayfield School believes that all our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means. Therefore, the school allocates a proportion of its Pupil Premium funding to a 'Narrowing the Gaps' budget. This budget is used to enable students for whom the Pupil Premium provides support to take part in trips and activities that they would not otherwise be able to afford. The school will take active steps to promote and publicise the availability of this fund at regular intervals throughout the year.

Requests for support from this fund should be addressed to Mrs Erika Anders, Assistant Headteacher.

### **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. It is unfortunately necessary to charge for Music tuition, as it is not possible for the school to meet the costs from our allocated budget.

**Charges from September 2017** - £55.00 per term for individual tuition, which will be divided into two half-termly instalments of £27.50 each or £40 per term for paired or group tuition, which will be divided into two half-termly instalments of £20.00

Governors certainly mean to collect no more than we need to ensure the full range of provision continues to be available and aim to keep the charge at the lowest possible level.

Parents whose children bring their own instruments to school should also insure them since the school will not accept any liability for their loss or damage.

The school's charging policy for instrumental music tuition is:

1. A charge of £50.00 per term for individual tuition or £35 for paired tuition will be payable for each instrument taught.
2. This will be payable in half-termly instalments within two weeks of invoice date. Invoices will be issued at the start of each term.
3. In the event of non-payment, music lessons will cease at the end of that 6 week period and outstanding charges collected for all half terms where lessons were requested.

4. We aim to give students a minimum of 11 lessons a term. Often “credit” is accumulated in the long Autumn term to compensate for the shorter Easter and Summer terms and the pressures of public examinations.
5. Parents must give a half term’s notice of stopping lessons, so we can give the tutors adequate notice. The School will also give a half term’s notice if we need to stop the lessons for any reason, e.g. staffing changes.
6. Our remissions policy for Music tuition is that no charge will be made for instrumental tuition to students who are entitled to Pupil Premium Funding or whose tuition is provided as part of a recognised external examination course within the school’s Music curriculum such as Music BTEC.
7. The second child in a family receiving tuition will be charged at a rate of 50% of the full cost, the 3<sup>rd</sup> child and subsequent children in a family will be charged at 25% of the full cost.
8. We will seek to accommodate all requests for Music tuition within the staffing budget that is available. In the first instance, this will be achieved by asking students to take paired rather than individual lessons. However, if the demand still exceeds the available supply of lessons, then selection for the tuition will be made by auditions with the Subject Leader for Music.