

Elkesley Primary & Nursery School



Charging and Remissions Policy

(Policy Number 49)

Compiled by	Miss Price	July 2019
Agreed by	Staff	
Approved by	Governors	
Date of Review	July 2022	

CHARGING & REMISSIONS POLICY

General Principles

The Executive Head Teacher and Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Executive Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

The School Governing Body, like the Local Authority, is committed to the general principle of free education. In determining the charging and remissions policies which are set out in this document the Governors are mindful of the DofE Guidance – Charging for School Activities May 2018.

We aim:-

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instrument 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
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Education provided on any trip that takes place during school hours
- 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 the schools basic curriculum for 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
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated

Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

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.

As a school we adhere to guidance however as a matter of course and courtesy to busy parents we will send a reminder letter if no payment is received.

The following is a list of the types of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras':

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Musical events
- Events in school for example, theatre group or author visits.

Residential Visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

Parents who can prove that they are in receipt of the benefits listed in below will be exempt from paying the cost of the board and lodging. The Headteacher may also waive or reduce the cost of transport and activities for these pupils following discussion with the parents.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual and group music tuition if this is not part of the National Curriculum.

Activities held outside school hours

The school will endeavour to provide a range of such activities from time to time. These are known generally as 'optional extras'. Charges may be made for these activities **EXCEPT** where they are provided to fulfill any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfill statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made.

Parents will be notified in advance of any 'optional extras' that the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate.

Materials and Ingredients

A charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product e.g. home economics or DT.

Breakages and Damage to School Property

The school reserves the right to seek reparation from parents where their children cause breakages or damage to school property as a result of their behaviour.

Remissions Policy

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of 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 - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

The Governors recognise the value that extra curricula activities have for all children. If lack of finance prevents your child attending an event parents are encouraged to speak in confidence to school staff to discuss the possibility of ex gratia support.