

CHARGES AND REMISSIONS POLICY

Management Overview

1. Introduction

At Southfield Park Primary School we ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. Legislation, however, allows for schools to charge for certain activities which take place both inside and outside school hours. We believe 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.

2. Calculation of 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. Support for cases of hardship will come through voluntary contributions and fundraising. Parents who would qualify for support are those who meet the free school meal eligibility criteria.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

3. Activities for which charges may be made

The Governing Body reserves the right to make charges for the following:

Day Trips/Visits

- a. Charges levied for day trips will represent the actual cost of providing the trip. No profit will be made.
- b. Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.
- c. Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.
- d. Once a trip has been paid for, there will be no reimbursement for absentees on the day.
- e. Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Any shortfall is to be met from the School Fund or Pupil premium allocation if appropriate.

- f. Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
- g. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Experiences/Visitors offered in School

- a. Each year group is responsible for providing enhanced learning experiences within school.
- b. The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children within the year group who will benefit.
- c. The school will subsidise where possible from either the phase budget or school fund. It is not expected that there will be any profit made.
- d. Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.
- e. No child is to be prevented from participating in a trip that goes ahead because a voluntary contribution has not been received but parents will be encouraged to pay.
- f. Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.
- g. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Residential Trips

- a. Residential trips are chargeable trips and as such if parents want their child to participate they are agreeing to pay the full amount of the residential trip.
- b. Charges levied for residential trips will represent the actual cost of providing the trip. It is not expected that there will be any profit made.
- c. An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required. Once a trip has been paid for, there will be no reimbursement for absentees on the day.
- d. Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trips as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
- e. Children will be treated equally regardless of the payment made by their parents.

Optional activities outside of the school day

- a. Charges will be levied for optional, extra activities provided outside of the school day, for example extra curricular clubs.

Damage to property and breakages

- a. Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.
- b. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.
- c. Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.