



Rushall Primary School

Where every child sky rockets!

Charging & Remission Policy

September 2017

Policy on charging for and remissions for school activities

Rushall Primary 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 policy identifies activities for which:

- Charges will not be made
- Charges will be made

Voluntary contributions

When activities are offered during school hours which do incur cost, parents may be invited to make a voluntary contribution. But it will be made clear to the parents that failure to do so will not mean their child cannot attend or have their education disrupted in any way.

If insufficient funds are forthcoming from voluntary contributions we reserve the right to cancel the activity.

The Law says:

- **If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.**
- **No child will be excluded from an activity because parents are unable to pay.**
- **If insufficient contributions are raised, the trip or activity may have to be cancelled.**
- **If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.**

No charges will be made for:

- 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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;
- 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 school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school;
- Accompanying pupils on a residential trip;

Activities for which charges may be made

Activities outside school hours

Non-residential activities (other than those listed in above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time, However pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in above).

Loss and Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the costs of repair or replacement.

It is the policy of Rushall Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their <i>child to own them;</i>	e.g. A clay model — a charge to cover the cost of the clay, a recorder, etc.	Yes
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Yes
Loss and Damage to School Property	The charge will not exceed the actual cost	Yes
Activities outside school hours	The charge will not exceed the actual cost	Yes

Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Parents are

advised to see the Headteacher about individual circumstances where remissions may be granted.

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We will inform parents of any planned visits as soon as possible, including estimated costs, so that parents can plan ahead;
- We have established a system for parents to pay in instalments;
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip;
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.