

**Elmstead Primary School**



**Charging and Remissions Policy**

**Approved by Governors: 8<sup>th</sup> October 2018**  
**Review Date: Autumn 2021**

## **Introduction**

This policy was written to provide guidance and clarification regarding which costs and charges can or cannot be passed onto parents.

All education during school hours (8:50am – 3:15pm) is free to parents. Elmstead Primary School does not charge for any activity undertaken as part of the National Curriculum with the exception of individual music tuition and swimming lessons, which are provided by an Independent Tutor / Qualified Instructors.

## **Whole School and Class Educational Visits**

### **Voluntary Contributions**

When organising school trips or visits which enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost of the trip.

The Governing Body or Headteacher must make it clear to parents that there is no obligation to make any financial contribution as all contributions are on a voluntary basis. However, if insufficient voluntary contributions are raised to fund a trip, then it may be cancelled accordingly.

It is important to note that no child should be excluded from an activity simply because parents / carers are unwilling or unable to contribute. In such cases of affordability, the school would welcome entering payment arrangements to accommodate specific financial needs. 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 / carer still wishes that their child to take part in a school trip or event, but is unwilling to make a voluntary contribution, we do still allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

Parents have the right to know how each trip is funded and can be provided with this information on request.

Below is an example of the kind of activities organised by the school which require voluntary contributions from parents. This list is not exhaustive:

- Visits to castles / museums;
- Visits to the beach;
- Sporting activities;
- Sailing experiences;
- Theatre visits;
- Musical events;
- Outdoor adventure activities;
- Crucial Crew;
- Whole school events.

## **Residential Visits**

Schools are permitted to charge for the cost of board / lodging and travel costs for residential school trips which must not exceed the actual cost of the provision.

Sufficient time should be allowed enabling parents to pay for residential trips on an instalment basis.

## **Parents claiming financial support benefits**

Any parents / carers that can provide documentary evidence that they are in receipt of the following financial support benefits, will, in addition to having free school lunch entitlement, also be entitled to non-payment of school trips.

- Income Support (IS);
- Income Based Jobseekers' Allowance (IBJSA);
- Income-related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- The Guarantee element of State Pension Credit
- Income-related Employment & Support Allowance
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190;
- Working Tax Credit "run on" – the payment someone may receive for a further 4 weeks after they stop qualifying for Working Tax Credit.
- Universal Credit with annual take home pay of £7400 or below

## **Music Tuition**

At Elmstead, we do teach music as part of the normal school curriculum. However, there is a charge for individual music lessons which is not considered to be part of the National Curriculum, such as Keyboard and Guitar lessons.

Information regarding such lessons can be obtained from the School Office.

## **Absence**

If a pupil is unable to go on a trip due to ill health, we regret that parents / cares are unable to claim a refund on the full cost of the trip. Transport charges will still be incurred, however, it may be possible to refund entry costs but this will be subject to the terms and conditions of the trip provider.

## **General Data Protection Regulations**

The General Data Protection Regulation came into force on the 25th May 2018. It regulates the way that Data Controllers, such as Elmstead Primary School, process personal data about people (students, parents, employees, etc) and the legal rights that individuals have in relation to that data.

Data Protection is monitored at Elmstead Primary School by its Information Governing Board, which reports to its Data Protection Officer.

Elmstead Primary School's temporary Data Protection Officer is: Mrs Jackie Vaughan

Contact details as follows:

Address: Elmstead Primary School, Elmcroft, Holly Way, Elmstead Market, Colchester, Essex. CO7 7YQ

Email: [bursar@elmstead.essex.sch.uk](mailto:bursar@elmstead.essex.sch.uk)

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Elmstead Primary School complies with information legislation.