



Prae Wood Primary School

St. Albans, HERTS

Everyone valued, Everyone learning

Charging and Remissions Policy

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.

This policy complies with statutory requirements, has regard to Hertfordshire County Council's policy statement and is reviewed on an annual basis by the school's Finance and Resources Committee.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of individual or group musical tuition and swimming lessons. The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

Calculating charges

When charges are made for any activity, whether during the day or outside the school day, they will be based on the actual costs incurred, including any additional staffing costs caused by the timing of the activity, divided by the total number of pupils participating. The principle of best value will be applied when planning activities that incur costs to the school and/or charges to the parents.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may 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 voluntary contribution, we do 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 a right to know how each trip is funded. The school provides this information on request.

We recognise our responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances and we always offer a system for parents to pay in instalments, eg. Y6 school journey to PGL.

The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- visits to the theatre
- musical events
- Themed historical days e.g. Egyptian Day

We also receive additional funding from the PWSA to support enrichment activities for all children in all classes and to help reduce the costs charged to parents.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging. There will be no charge for board and lodgings for pupils whose parents/guardians are in receipt of income, support, income-based job seekers allowance, family credit or disability working allowance. This financial support is currently funded from a charitable donation to the school by St Michael's Church for this purpose..

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 or group musical instrument tuition, which is arranged at parental request. Parents of children for whom the school receives Pupil Premium funding can request music lessons for their children paid for from that funding.

Swimming

The school organises swimming lessons for all children in Key Stage 2, until they can achieve the required National Curriculum standard. These take place in school time and are part of the National Curriculum. We make a small charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. If parents are in receipt of benefits which make them eligible for Free School Meals we do not charge them for swimming lessons.

After School Activities

The school offers a number of after school activities, which are provided by school staff for a nominal fee, but there are also a number of clubs by outside providers who hire the school premises.

Disadvantaged children can access some after-school activities free of charge from our Pupil Premium funding. Such children include those in receipt of Pupil Premium funding, those who have been eligible at some point for Pupil Premium and those considered disadvantaged in some other way by the SLT, for example CLA or Young Carer,.

Before-school and After-school Care – Breakfast Club and RASCals

This provision is outside the school day and so is charged to parents at a competitive rate. Our families in receipt of Pupil Premium funding and eligible for FSM may access some

sessions of this provision funded by the school from our Pupil Premium budget, at the discretion of the Senior Leadership Team.

Nursery Extended Hours Provision

Children attending our Nursery for whom we receive Early Years Pupil Premium funding, and whose parents are in receipt of benefit payments, may attend additional extended hours provision funded by the school, at the discretion of the SLT.

Support for your child

We would like to encourage parents who are in receipt of benefit payments and therefore qualify for Free School Meals to receive support for the activities above in order for all children to take part in the activities available. In the past we have funded breakfast club sessions, nursery extended provision, after school clubs and music classes. If you would like to discuss this further please contact the school office or Mrs Sheppard to make an appointment. The Headteacher and Governors will consider sympathetically cases of genuine need seeking help with these charges and will remit fully or partially those they feel necessary from the school's budget or from other sources of support.

For further information on applying for Free School Meals please contact www.hertsdirect.org/freeschoolmeals

The Finance Committee of the Governing Body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Date : October 2018

Date for review: October 2019