



Charging and Remissions Policy

Last Reviewed Spring 2019

Next Review Spring 2020

Charging and Remissions Policy

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 music tuition.

The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally

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 event. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the event. If an event 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. 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.

Subsidies from various sources e.g. School Fund, St Richard's Social and Fundraising Group and voluntary organisations, will be considered to cover deficits. Surplus finance will be used via school fund for the benefit of the children.

Whenever possible, the school will give sufficient notice to allow parent/guardians to pay by instalments.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips
- musical events.
- Visitors to school e.g. Victorian, Tudor, Viking days

Residential visits

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision.

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 music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits may get help with payment. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for all children in Years 4 and 5. These take place mainly in school time. We ask parents to make a voluntary payment to cover the cost of transport. We inform parents when these lessons are to take place. No child is excluded from these lessons because of an inability to pay.

Breakages and Lost or Damaged Books

Where a child's actions incur extra costs to the school, by breakage of equipment, damage to premises, loss or damage to text books or library books, parents will be invited to pay a contribution to cover the whole or part of the cost.

Extra Curricular Activities

The school endeavours to offer the children a range of optional extra curricular activities to widen their experiences e.g. ICT club, art, netball, football, choir.

Parents may be asked for payment if outside specialist teachers/coaches are employed to run the clubs. Parents with financial difficulties whose children wish to participate will be invited to discuss individual needs with the Headteacher.

Remissions Policy in connection with education

1. General

- 1.1 Section 457 of the Education Act 1996 requires that every governing body of a maintained school shall determine and keep under review a policy for remissions in connection with Education at the school
- 1.2 This policy also reflects the advice issued to governing bodies, school leaders, school staff and local authorities by the DFE “Charging for School Activities” (November 2013)
- 1.3 This policy sets out the circumstances in which the governing body propose to remit (in whole or in part) any charge which would otherwise be payable to the governing body in accordance with the Charging Policy.

2. Remissions

- 2.1 There will be complete remission of any charges otherwise payable in respect of board and lodging provided for a pupil on a residential trip if the education provided on the trip is in respect of any visit that takes place during school hours; on any visit that takes place outside of school hours if it is part of the national curriculum or part of a syllabus for prescribed examination that the pupil is being prepared for at the school, or part of religious education and the parent of a pupil can prove that they are in receipt of certain state income benefits.
- 2.2 The parent of a pupil will be exempt from paying the cost of board and lodging if they are in receipt of the state income benefits at any time during the time spent on the trip.

Families qualifying for remission or help with charges

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. This remissions policy sets out the circumstances in which charges will be waived.

- Parents in receipt of means tested state benefits.

- Children in receipt of Free School Meals or eligible for pupil premium.

At the Headteacher's discretion, there may be full or part remission of charges to pupils not covered by any of the above.