

Park Street C of E Primary School & Nursery

Together we Learn



Together with God

Charging and Remissions Policy

Version	2.0
Name/Department of originator/author:	
Name/Title of responsible committee/individual:	Resources Committee
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Review frequency:	Every two years
Target audience:	Headteachers and Governors

The governing body shall conduct the school with a view to promoting high standards of educational achievement.

Park Street Primary School is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

Park Street Primary School will promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and will actively challenge any member of the school community expressing opinions contrary to fundamental British Values, including 'extremist' views.

Version	Date	Notes
1.0	22/11/2021	Approved and Adopted by Full Governing Body

Rationale

Park Street CofE Primary School and Nursery 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 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 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The policy identifies activities for which:

- Voluntary donations may be requested
- Charges will be made
- Charges will not be made
- Charges may be waived.

Voluntary Contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions, their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The law says:

- If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset.
- No child will be excluded from an activity because his or her parents are unable or unwilling to pay.
- If insufficient contributions raised, the trip or activity may have to be cancelled

In line with HCC Guidance no charges will be made for:

- a. An admission to any maintained school.
- b. Education provided during school hours (including the supply of any materials, books, instruments or other equipment.)
- c. 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 school, or part of the school's basic curriculum for Religious Education.
- d. Education provided on any trip that takes place during school hours. (See section4) if it is part of the school's basic curriculum, or part of the school's basic curriculum for Religious Education.
- e. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- f. Transport provided in connection with an educational trip.

In line with HCC Guidance charges may be made for:

Activities outside School Hours

Residential and non-residential activities (other than those listed in Section 3 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 visits during school hours

The board and lodging costs (but only these costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of Universal Credit (see Remissions Policy below) will be exempt from paying the cost of board and lodging.

[To determine whether a residential trip/visit is in or out of school time, the following applies: If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting or finishing times of the school day, regulations require that the school day is divided into two sessions. A 'half day' means any period of twelve hours ending with noon or midnight on any day].

Music Tuition

Music tuition for individuals or appropriately sized groups, to play a musical instrument which is not an essential part of the National Curriculum.

Voluntary Contributions

Nothing in legislation prevents a school Governing Body from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents at the onset.

No child will be excluded from an activity simply because his or her parents are unable or unwilling to pay, but if insufficient voluntary contributions are raised to fund an activity or visit, then it will be cancelled.

School Charging Policy

Activity/Items that will be charged for:

- a. Materials, books instruments or equipment, where a parent wishes their child to own them.
- b. Music tuition which is not an essential part of the National Curriculum.
- c. The board and lodging component of Residential Trips.
- d. After school clubs delivered by external providers.

Financial support is available as outlined below.

Voluntary Contributions may be asked for the following:

- a. Ingredients when cooking.
- b. Swimming Lessons- these take place in school time and are part of the National Curriculum. We have to charge for these including the transport but it is a voluntary contribution.
- c. Workshops, speakers etc. to enhance the curriculum.
- d. Trips and visits to enhance the curriculum and provide first-hand experience.

Financial Support is available as outlined below.

NB. The prices quoted for any of the above will never exceed the actual cost.

Fundraising and Charity Events are considered to fall outside this policy.

Support offered to families who have difficulty making a financial contribution

Parents are advised to make an appointment with the Headteacher to discuss this.

Families qualifying for Charges to be waived or help with Charges

Financial Support is available for children eligible for free school meals and for families in receipt of Universal Credit.

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:

- Where possible we shall publish a list of planned activities and visits (and their approximate costs) at the beginning of a term (or earlier in the case of Residential Trips and the Pantomime) so that parents can plan ahead.
- Parents will be able to pay by instalments.
- Payment will be requested when the trip is booked to help to avoid late cancellations.
- If trips are underfunded they will be cancelled.
- The Governing Body and the Headteacher will monitor the number of trips/activities suggested by Staff so that parents are not asked for too many contributions in one term or year.

Refunds

Visits are costed as accurately as possible. However a surplus may result however carefully the costing has been carried out. In the case of a surplus of income over expenditure, this will be offered to all of the parents who contributed towards the cost of the visit. It will be offered in the form of a letter; the parents have to respond to the letter if they wish to have the surplus paid back to them, or allow the school to keep

the surplus in the general account. This will only apply if the visit has been over costed by more than 5% or £5.00, whichever is the greater.

Swimming

A refund for swimming will only apply for a pupil whose parents have paid for the term's lessons, and is then, subsequently unable to take up the lessons due to a major mishap, eg. Broken leg, operation.

Music

Music tuition fees are paid direct to Hertfordshire Music Service. Parent's have to give a half term's notice in writing to the Music Service if they wish their child to cease having lessons. No refunds are available.