



Sandlings Primary School

**Charging and Remissions Policy**

<b>Date</b>	<b>July 2023</b>
<b>Review</b>	<b>July 2024</b>
<b>Reviewed by</b>	<b>Governors</b>
<b>Statutory Policy ( BASED ON LA MODEL POLICY 2014)</b>	
Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, sex, gender reassignment, pregnancy or maternity, race, religion or belief and sexual orientation, marriage and civil partnership. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not priorities' or disadvantage any pupil and adult and it helps to promote equality at this school.	

## SCHOOL CHARGES AND REMISSIONS

### A. General

1. The Local Authority recognises the valuable contribution which a wide range of activities, including educational visits and residential experiences, can make towards pupils' personal and social education. Such activities should be seen as an integral part of a broad and balanced curriculum for all pupils.
2. The Authority aims to encourage and promote such activities within a general policy framework which offers maximum flexibility to Governing Bodies, and headteachers and their staff, to provide opportunities appropriate to the needs of their pupils and to local circumstances

### B. Charges

3. The Authority reserves the right to make a charge for the following activities organised by the Education Department:
  - (i) those organised for pupils outside of school hours or otherwise deemed to be an optional extra as defined in the Education Reform Act;
  - (ii) those involving a board and lodging element and deemed to be within school hours;
  - (iii) individual instrumental tuition which takes place within school hours, unless it forms part of the syllabus of a prescribed public examination or the National Curriculum;
  - (iv) those involving the purchase or hire of instruments, materials, equipment and clothing (or the provision of them by pupils or parents) in cases where it has discretion so to do.
4. Where a pupil has not been prepared for a public examination by a school, the Authority may make a charge for the cost of entering the pupil for the examination if previously agreed by the parents.
5. If a pupil fails without good reason to complete the examination requirements for any public examination for which the Authority has paid (or is liable to pay) an entry fee then the Authority may recover the fee from the parent.
6. Where the Governing Body of a school makes a charge in respect of an activity provided by the school for which provision is included in the school's budget share, the Authority will take account in its resource allocation formula of the relevant proportion of the income accruing to the school for that activity.
7. Nothing in this policy statement precludes the Authority from inviting parents to make voluntary contributions towards the cost of providing education for pupils.

### C. Remissions

8. Where the parents of a pupil are in receipt of:-
  - Income Support
  - Universal credit
  - Income-based Job Seekers Allowance
  - Child Tax Credit (TC 602), as long as the parents do not receive a working Tax Credit and an annual income that does not exceed £16,190

- Supported under Part VI of the Immigration and Asylum Act 1999.

the Local Education authority will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

The Local Education Authority adopts these criteria for remission in respect of other provision.

9. Where the Governing Body of a school adopts a remissions policy which is less generous than that of the LEA in respect of an activity provided by the school for which provision is included in the school's budget share, the LEA will take account in its resource allocation formula of the relevant proportion of the income accruing to the school for that activity.

## **Introduction**

- 1.1 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. Following a consultation with parents the school will aim to keep the annual cost of visits to a maximum of £30 (Excluding residential visits)

## **2 Voluntary contributions**

### **2.1**

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 will include children whose parents have not paid any contribution. We do not treat these children differently from any others.

### **2.2**

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 on the visit information letter.

### **2.3**

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
- outdoor adventure activities
- visits to the theatre
- school trips abroad
- musical events.

### **3 Residential visits**

**3.1** 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 transport, board and lodging.

### **4 Music tuition**

**4.1** All children study music as part of the normal school curriculum. We do not charge for this.

**4.2** 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. We give parents information about additional music tuition at the start of each academic year.

### **5 Swimming**

**5.1** The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission if their child is not to take part in swimming lessons.

### **6. After School Activities**

**6.1** No charge will be made for after school clubs which are run by teachers. There will be a charge for clubs where support staff and outside agencies are used.

### **7. General**

**7.1** The cost of repairing damage and replacing equipment (lost/ defaced/ damaged) remains the responsibility of the parent/carers when the damage or loss is the result of their child's behaviour or negligence.

The Governing Body may from time to time amend the categories of activity for which a charge can be made.

Nothing in this policy statement precludes the Governing Body from inviting parents/ carers to make a voluntary contribution towards the cost of additional activities which take place in school time.

Parents/ carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

### **8. Remissions**

**8.1** The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the governor's discretion. In other circumstances, there may be cases of family hardship which may make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents/carers to apply in confidence for the remission of charges in part or full. Authorisation of remission will be made by the Headteacher on behalf of the Governors. All parents/ carers however will have the right of appeal to the Governing Body normally represented by the Chair or the Vice- Chair of Governors.