

# Charging and Remission Policy



**Reviewed April 2024**

**Next Review April 2026**

**Date approved by the Governing Body**

**March 2024**

## **Aims and Introduction**

All schools are required to have a policy towards Charging and Remission for activities that take place in and out of school hours.

This policy sets out what charges will be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

It also sets out those activities for which charges will not be made.

### **Our school aims to:**

- have robust, clear processes in place for charging and remissions
- clearly set out the types of activity that can be charged for and when charges will be made

## **Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set the law on charging for school activities in maintained schools in England.

**Definitions Charge:** a fee payable for specifically defined activities

**Remission:** a cancellation of a charge which would normally be payable

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

## **Roles and Responsibilities**

The Governing Body of the School is responsible for determining the content of this policy and the Head Teacher for its implementation. Individual instances and situations may occasionally be referred to the Governors Finance & Premises Committee if appropriate.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## **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 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.

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.

### **Residential visits**

If the school organises a residential visit in school time or weekends, we suggest a charge to cover the costs of board and lodging and travel. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled.

Children who are entitled to pupil premium or looked after children may be subsidised for part/all of the cost of a residential visits using the school's Pupil Premium funding. In other circumstances the Governing Body will invite parents to apply in confidence to the Head Teacher for the remission of charges in part or full. The Head Teacher in consultation with the Chair of Governors will make authorisation of remission.

### **4 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.

### **Swimming**

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 for their child to take part in swimming lessons.

### **After School Clubs**

The school offers additional Sports coaching after school. A qualified coach, who is not a member of the school staff, runs and organizes these sessions. These sessions are free of charge.

The school offers approximately 2 additional after school clubs each week. There is a small charge of £3.00 per child for each session. Being a small school, we often need to subsidise these clubs, but we are happy to do so.

### **School Travel**

We may invite parents to contribute towards the cost of transport if children are transported to an extra-curricular activity. We use these charges only to offset the expenses of the trip, and not to make a profit. If parents cannot make the full contribution due to financial restraints, or their children are entitled to Free School Meals please contact the School Office. Please do not assume your child would not be able to go if you are unable to contribute the full amount requested.

### **Breakfast Club**

Breakfast Club is available Monday to Friday from 07:45 and the daily cost is £2.50 per day. Pupils who receive Free School Meals are exempt from payment as part of our Pupil Premium Spending.

*Charges for these services are reviewed by the Governing Body on an annual basis and the outcomes communicated to parents.*

### **Milk Daily**

Cartons of milk are provided to children under the age of 5 free of charge through the Nursery Milk Scheme. Children who are entitled to free school meals will be provided with milk at break time if it is requested by the parent. All other children over the age of 5 years old are charged for milk through Cool Milk.

Parents must liaise directly with Cool Milk regarding registration and payment for any milk provided.

### **Breakage, Damage or Loss**

As a school we recognise that accidental damage can occur. However, the school will seek to recover the costs incurred, as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. Damage to books, equipment or the fabric of the building is unacceptable, and we expect that the cost of replacement is not the responsibility of the school, but of those involved in such instances. Charges will be made after consultation with parents/carers and will not exceed the total replacement/repair costs. In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book.

### **School Meals**

The school will publish annually the price to be charged for school meals.

**Other Charges** may be made in accordance with the Data Protection and Freedom of Information Act legislation.

### **Remissions Policy**

In order to remove financial barriers from disadvantaged pupils, the Governing Body stipulates that no child should be treated differently because their parent/carer is unable or unwilling to make a voluntary contribution in respect to an educational activity.

Pupil Premium funding allows schools to utilise financial sources to enable all children to have equality of educational opportunity. Any use of Pupil Premium Funding is at the discretion of the Head Teacher and Governing Body and decisions are made in terms of whether the impact of using such funding to provide equality of educational opportunity is measurable.

### **Refunds**

Where possible, refunds for children who miss out on educational visits due to absence/illness will be given. Each case will be evaluated on an individual basis/case. However, this refund may only be a proportion of the voluntary contribution made. This is due to issues such as:

- Where transport has been provided costings have been calculated upon the total number of children.
- Providers e.g. theatres or workshops may still make a charge irrespective of whether a child has been able to attend.
- Insurance may not cover refunds.

**Date: April 2024**

**To be Reviewed: April 2026**