

## Charging and Remissions Policy

|  |  |
|--|--|
| <b>Document Title</b>  | <b>Charging and Remissions Policy</b>  |
| <b>Lead Officer:</b>   | Chair of Governors   |
| <b>Approving Body:</b>   | BC<br><i>(GB free to delegate to a GB Cttee, an individual governor or Headteacher)</i>  |
| <b>Review Date:</b>  | Triennially (and whenever change is required)  |
| <b>Edition and Date approved:</b>  | Edition 3 Dec 21   |
| <b>Indicate whether the document is for public access or internal access only</b><br><i>(Strikethrough text, as appropriate)</i>           | <del>Public Access</del> — PDF copy to be posted on School website<br><b>Internal Access Only- copy to be held on School PC</b><br><i>A back-up copy of all Policies is retained by the Clerk to the Longford Board of Governors</i> |
| <b>Indicate which legislation or statutory guidance document requires this Policy</b>  | Maintained schools - Education Act 1996, section 457. Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999   |
| <b>Summary/Description:</b>  |  |
| This document defines the informs all staff, parents and stakeholders about the charging for school activities at Longford Primary School. |  |

# Charging and Remissions Policy

## Introduction

***At Longford Primary School we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.***

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. But there are some strict rules we have to abide by. Our charging policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

The Charging Policy follows the guidance given in the Department for Education's document '*Charging for school activities - advice for governing bodies, school leaders, school staff, and local authorities*' published October 2014.

## 1 Introduction

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 school *can*, however, under DfE guidelines, seek voluntary contributions to assist with costs.

Examples of circumstances in which we might ask for voluntary contributions include:

- a) Transport to swimming sessions and other associated costs eg provision of life guards
- b) Transport on trips
- c) Admission charges

We promise that:

We will state at the outset if the activity cannot be funded without voluntary contributions. We shall give as much notice as possible of any activities which will require voluntary contributions.

## 2 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 or reduce the scale of the activity. 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:

- a) school day trips and outings (eg museum, musical or theatre visits);
- b) transport costs for trips, outings and sporting activities;
- c) swimming training and associated transport costs.
- d) school residential trips;
- e) other enrichment activities.

Parents who are in receipt of any of the benefits listed below may not be required to pay for school activities. (See Appendix 1 below).

### **3 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 or travel expenses. However, we do make a charge to cover the costs of board and lodging and seek voluntary contributions towards the cost of the trip. Otherwise, it would not be viable for the school to run these activities. Parents who receive state benefits are exempt from payment.

### **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. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits may be able to negotiate a reduced fee. We give parents information about additional music tuition at the start of each academic year.

### **5 Swimming**

The school organises swimming lessons for children in Key Stage 2, as required by the National Curriculum. These take place in school time and are part of the National Curriculum. We make no charge for this activity, however, a voluntary contribution towards costs is requested. 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.

### **6 Sports Coaching and After School Clubs**

The school offers additional 'extra-curricular' sports coaching and other activities at school from time to time eg drama, multi-sports. A coach or instructor, who is not a member of the school staff, runs and organizes these sessions. We make a charge for these sessions, but children whose families are in receipt of benefits (see below) may be exempt.

### **7 Additional Activities**

As the school develops we may offer further activities for which a small charge may be made, where appropriate.

## **Appendix 1**

### **Special financial arrangements**

Parents whose child is entitled to Free School Meals may not be required to pay for

- Board and lodging on residential visits
- Technology materials
- Transport to out of school activities
- After school coaching and clubs

In addition, reduced rates may be negotiated for:

- Extra-curricular activities, including music tuition
- Cookery ingredients if your child will bring the result home
- Trips which are not part of the school curriculum and outside the school day, eg some theatre trips, football matches, music concerts
- After school clubs

## **Appendix 2**

*Notice to be posted on website for benefit of parents and carers.*

### **Charging and Remissions - Information for Parents and Carers**

Below is a summary of the activities that parents and carers may be asked to pay for. However, we believe that all our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities. So parents or carers, who are in receipt of certain benefits, may not be required to pay for school activities and may be offered a reduced fee.

For further details, please contact the School Office for a copy of the Charging and Remissions Policy.

#### **Activities for which Longford Primary will not charge for:**

- a) Books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school.
- b) School activities taking place in school time and extra curricular activities provided by outside providers. (NB: This does NOT apply to instrumental tuition for individuals or groups up to four).

#### **Activities for which Longford Primary will normally charge for:**

- a) Instrumental tuition for individuals or in groups of 4 or less.
- b) Board and lodgings on residential trips.
- c) Extra curricular activities provided by outside providers.

#### **Activities for which Longford Primary will normally ask for voluntary contributions towards:**

- a) School trips and outings. (The school may have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible).
- b) Transport costs for trips.
- c) Swimming training and associated transport costs.