

# FIRTHMOOR PRIMARY SCHOOL



## Charging and Remissions Policy

Date policy approved	March 2018
Review frequency	Bi-Annual
Review date	March 2020

This policy should be considered alongside other related policies within the school. Other related policies are:

Finance Regulations Policy  
 Teaching and Learning Policy  
 Single Equality policy  
 Community Cohesion Policy  
 Educational Visits Policy  
 Curriculum Policy

## **Introduction**

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum.

## **Voluntary contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost and all contributions are voluntary.

If we do not receive sufficient voluntary contributions or if we cannot fund it from some other source it may be necessary to cancel a trip or visit. If a trip / visit goes ahead, it may include children whose parents have not paid any contribution but the school will not treat these children differently from any others. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

Sometimes the school will fund additional costs in order to support the visit and parents have a right to know how each trip is funded. The school will provide this information if requested. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity and will be divided equally by the number of pupils participating

The following are examples of activities organised by the school which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- education provided outside of school time that is not:
  - a) part of the national curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- transport (other than transport that is required to take the pupil to school)
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

- sporting activities which require transport expenses;
- outdoor adventure activities;
- any materials, books, instruments, or equipment provided in connection with the optional extra;
- visits to or by a theatre company;
- school trips abroad;
- musical events and teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

### **Residential visits – Board and Lodgings**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, there will charge to cover the actual costs of board and lodging. The charge for board and lodgings will not exceed the actual cost.

Visit Information about activities and costs will be distributed well in advance to enable realistic financial planning by families. Families in receipt of certain benefits will be exempt from the charge.

### **Music tuition**

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

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition, therefore there is a charge for individual or small-group music tuition, as this is an additional curriculum activity. These individual or small-group lessons are taught by peripatetic music teachers.

Generally there is a charge for these lessons, but parents in receipt of the benefits outlined in the remissions section in this policy are exempt from payment. The school will issue parents with information about additional music tuition at the start of each academic year.

### **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. The school does not charge for this activity. The school inform parents when these lessons are to take place and seek the parents' written permission for their children to take part.

### **After School Clubs**

The school offers various after school clubs at different times of the year. It may be necessary to request a contribution to cover expenses to run these clubs, such as Football, where it is necessary to appoint a qualified coach to run the sessions. The school will inform parents if a contribution is applicable.

## **Ingredients or materials for practical subjects**

Ingredients, materials, and other resources may be needed for practical subjects such as Technology and Art. The school may charge for ingredients and materials if parents have indicated, in advance, their wish to own the finished product. No child will be disadvantaged because of the parent's inability or reluctance to pay.

## **Lost School equipment**

Parents may be expected to replace or pay for the cost of lost items of School property.

## **Breakages and Damage to School Buildings, Furniture or Property**

Parents will be charged for willful damage to school buildings or property by a pupil

## **School Transport**

The school may charge for transport if it an activity known as an 'optional extra'

Schools cannot charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

## **Remission Policy**

The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them. If a charge is to be made for a particular type of activity, for example optional extras, the school will inform all parents of the charge and support families who may qualify for help with the cost.

Where parents who are in receipt of any of the benefits listed, the school will propose to remit (wholly or partly) any charge that would otherwise be payable to them in accordance with this charging policy.

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

There may be cases where families who are not in receipt of these benefits are facing financial difficulties, which may make it difficult for pupils to take part in activities where a charge is applicable. The school encourage families who may be facing this situation to speak with the headteacher who may decide to remit the charges (wholly or partly).

Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

### **Monitoring and review**

This policy is monitored by the governing body, and will be reviewed every two years or earlier if necessary