



Christleton Primary School
Be the best you can be

**Charges and Remissions
Policy**

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Charges and Remissions Policy		Full Governing Body	
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Signed Headteacher			
Signed Chair of Governors			

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Christleton Primary School Charging and Remissions Policy

Overview

The education we provide wholly or mainly during school hours will be free but on some occasions a 'voluntary' contribution towards the cost of an activity may be requested by the school.

Christleton Primary School believes that learning outside the classroom makes an invaluable contribution to the education of young people. All pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

Parents are free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charges and remissions.

Intent

Christleton Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

Objective

- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
- to emphasise that there is no statutory requirement to charge for any form of education of related activity, but the school can exercise discretion;
- to charge for optional activities provided wholly or mainly out of school hours;
- to confirm the right of the school to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours
- To make clear what will be provided without charge and what will be offered with a charge being made.
- To clarify what is meant by any request for voluntary contributions.

Strategies

1. No charge will be made for admitting pupils to school.
2. The school may request voluntary contributions towards the cost of some activities planned during school hours – e.g. Transport or admission costs for swimming lessons or for visits, etc.
3. Where parents are asked to make a voluntary contribution towards the cost of an activity which takes place during school hours; or to school equipment or school funds, the contribution will be genuinely voluntary. Pupils of parents who are unable or unwilling to contribute will not be discriminated against. Examples of these activities include: a class, key stage or whole school museum or theatre visit, swimming lessons and visitors to school.
4. When there are insufficient voluntary contributions to make an activity possible, and when there is no way to make up the shortfall, it will be cancelled.
5. On residential trips that take place wholly, or mainly, during school hours, the school will charge for the cost of board and lodging at the actual cost of the provision.
6. Children whose parents are in receipt of some specific support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges. A similar entitlement will apply when the trip takes place outside school hours but where it is necessary either as part of the national curriculum or the syllabus for Religious Education
7. Where music tuition or singing tuition is not an essential part of the national curriculum, charges may be made.

Implementation

In accordance with the above, the school's policy is to charge for the following activities:

Music tuition

No charge can be made for class music tuition or group music activities within school hours. However, where individual tuition in the playing of any musical instrument is available to pupils other than those above a charge may be made, including any associated materials, books, instruments, or equipment, where a parent wishes their child to own them. This may be for small groups of up to 4 children. In such cases parental agreement must be sought before a pupil is given tuition

Board and lodging

Where a school activity involves pupils in at least one night away from home the Governing Body is permitted to charge for board and lodging whether or not the activity takes place in school hours or outside school hours. The charge has to be the 'actual cost' and must not include the cost of transport, insurance or other sundries. However, parents who are deemed to be in receipt of a qualifying benefit by the Governing Body, must have remitted the full cost of the board and lodgings. See remittance section below.

Education outside school hours

If an activity is forming part of an examination course or part of National Curriculum requirements, no charge can be made. Activities wholly or mainly outside school hours are called 'optional extras'. An activity which takes place during school hours cannot by definition be deemed 'optional extras'.

Participation in any optional extra activity will require parental permission and a willingness to meet such charges as are made.

All other types of visits made wholly or mainly in school hours must not be charged for but the cost can be recovered by voluntary contributions from parents. However, children must not be excluded from a visit because of their parents' unwillingness or inability to pay. The Governing Body reserves the right to make a charge or ask for voluntary contributions in the following circumstances for activities organised by the school:

A. Educational Visits in School Hours i.e. non-residential visits taking place wholly or mainly during school time e.g. museum, zoo, theatre. No charge can be made for such visits, however, in order to cover the costs, the school will ask for a voluntary contribution from parents. Children must not be excluded from a visit because of their parents' inability or unwillingness to pay. If many parents do not wish to contribute, then the headteacher reserves the right to cancel the visit and return all the monies contributed. This applies also to activities taking place in school such as visiting theatre companies, artists. Parents who do struggle to afford the cost of educational visits must contact the school office or speak to the Headteacher directly.

B. Activities Outside School Hours i.e. non-residential visits or before/after school clubs taking place wholly or mainly outside school time, e.g. evening theatre visits, concerts. As these visits are generally organised on the basis of parental choice then they are deemed 'optional extras' and the school has the right to recover the full cost of the visit. A pre-requisite for the provision of an optional extra activity must be parental agreement. There is no obligation to remit charges to individual children.

C. Residential Visits Within School Time i.e. residential visits taking place wholly or mainly within school time e.g. Nant and Pentre.

The Governors must grant their permission for such visits. The costs will be recovered as follows: Charges will be made for the board and lodging element of the visit. If an appropriate use of money, pupil premium may be used to subsidise costs for children who are eligible for free school meals.

There can be no charges for transport, insurance or other sundries. However, the school will usually ask for voluntary contributions from parents. No child will be prevented from attending a residential visit due to financial reasons but the Headteacher reserves the right to cancel such a visit if contributions do not meet or nearly meet the cost. Parents who are unable to afford the full cost of residential visits must contact the school office or speak to the Headteacher directly.

D. Residential Visits Outside School Time i.e. Residential visits taking place wholly or mainly outside school time e.g. Weekend camps.

The Governor's permission must be sought for such a visit. As parental agreement is pre-requisite for such an activity and it is an 'optional extra' then the school can recover the full cost of such an activity. There is no obligation to remit charges to individual pupils.

E. Swimming Lessons

Parents are not requested to make a contribution towards the cost swimming lessons.

Loss and Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment may be liable for the costs of repair or replacement

Charging in Kind

The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

General

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Lettings

The school may make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is set out in 'Schools letting Charges 2016-2017'

Remissions

In order to remove financial barriers from disadvantaged pupils, some activities and visits will be offered at no charge or a reduced charge for parents who are in receipt of the following benefits;

- 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 Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190.
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

These criteria usually relate to the family being eligible for free school meals (excluding universal free school meals for KS1 children).

In addition to assist all parents, we aim to provide as much advance notice as possible regarding school trips, especially residential visits. Payments can also be accepted in instalments on request.

School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will

be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the headteacher's discretion as to whether a refund is given.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the headteacher's discretion as to whether a refund is given.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip. The headteacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account. Excess expenditure will be subsidized by the school fund.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Policy.