

# Coleham Primary School



## Charging and Remissions Policy

Date of policy: September 2017  
Review of policy: September 2020

Compliant with Education Act 1996

## Statement of Charging and Remissions Policy

### **INTRODUCTION**

Coleham Primary School recognises the valuable contribution that the wide range of activities including trips and clubs can make towards enriching a pupil's school experience and ultimately their education.

The school aims to promote and provide activities as part of a balanced and broad curriculum and as additional optional extras.

### **STATEMENT OF INTENT**

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

In addition, this policy complies with legal requirements regarding charging for school activities.

We will not charge for:

- admissions
- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- entry for a prescribed public examination, if the pupil has been prepared for it at the school.

We will inform parents of the financial support available to them when asking for voluntary contributions and charges.

The school will not charge in excess of the actual cost of providing the activity divided by the number of participating pupils.

The Education Act 1996 allows charges to be made in the following areas which are appropriate to this school.



## **Visits and activities within school time**

When organising school trips or visiting groups, which enrich the curriculum and educational experience of the children, the school may invite parents to contribute to the cost. All contributions are voluntary.

Visits and activities are costed on everyone taking part, so if there are not sufficient contributions, and the school cannot fund it via another source, the activity will have to be cancelled.

Letters to parents will explain the nature of the activity and the cost per pupil, to the school. There will be a request for a voluntary contribution of that amount, emphasising that all children will go on the visit, whether their parents have contributed or not. It will be made clear that the activity may not go ahead if insufficient voluntary contributions are made.

## **Residential Visits**

For the residential visit in Year 4 and Year 6, charges will be made to cover the board and lodging costs only.

For parents of children who are currently entitled to free school meals (not universal free school meals) they will be exempt from paying the cost of board and lodging for residential trips. The school will cover this cost for those pupils.

For parents of children who are eligible for Pupil Premium Funding, the school will contribute 50% of the cost towards the board and lodging for residential trips.

## **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. In addition, the school endeavours, where funding allows, to provide opportunities for whole classes to learn an instrument together (currently Year 1 and Year 5). Charges will be made for the teaching of a musical instrument either individually or to groups provided that the tuition is at the request of the pupil's parents. These charges will be paid to the teacher involved.

## **Swimming**

Swimming lessons take place in school time and are part of the National Curriculum. We make no charge for this activity as it is funded by the school budget. However the school will invite parents to voluntarily contribute towards the cost of the transport.

## **Extra-Curricular After School Clubs run by the school**

The school offers a range of extra-curricular activities which take place after school, which are clearly outlined on the termly letter to parents/carers. Most of these are run by school staff. We charge a small fee for these clubs to cover the costs of any materials provided. The money raised is put into school fund to be used for educational purchases. Sports team practices are not charged for and neither are rehearsals for school productions.



For parents of children who are currently in receipt of free school meals (not universal free school meals) or eligible for Pupil Premium funding, they will be exempt from paying to attend these clubs.

## **Sports Competitions**

Children regularly attend sporting fixtures and competitions after school. The school will invite parents to voluntarily contribute towards the cost of the transport for these.

All children will go to the competition/fixture, whether their parents have contributed or not. However, it will be made clear that the activity may not go ahead if insufficient voluntary contributions are made.

## **After School Clubs run by external providers**

Some after school clubs are organised and run by external providers or sport coaches. They will have their own charging arrangements and payments will be made directly to the organisation involved. However the school will ensure that they feel charges are reasonable for parents before arranging for the club to take place. Often charges are discounted to pupils in return for free use of the premises.

## **Extended School Services**

The school offers before and after school child care at the Coleham Breakfast and After School Club. The charges for these are set out in the Out of School Club Policy which is available on the school internet. The school reserves the right to charge for a session where cancellations have not been made 48 hours in advance or where the parent picks the child up after 6.00 pm.

For parents of children who are currently in receipt of free school meals (not universal free school meals) they will be exempt from paying for a place at the Breakfast Club.

Please see our Extended School Club Policy for further details on the Breakfast and After School Clubs.

## **Catering**

School dinner charges are levied and paid directly to the external catering provider.

## **Milk**

The school will provide milk for children who are under 5 years of age and who are eligible for Free School Meals (Not Universal free school meals) and Pupil Premium funding.

## **Lettings**

The Governing Body has agreed to allow the letting of the school premises, to be let out for community use. Charges are reviewed by Governors bi-annually.

## **Damage/Loss to Property**

A charge may be levied in respect of wilful damage, neglect or loss of school property (furniture, equipment, books or materials) at the discretion of the Headteacher.



## **Other Charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services. For example photocopying charges and charges associated with providing copies of reports or information. There may be a charge for providing information in association with Freedom of Information requests. Please see the Data Protection Policy for details.

## **REMISSIONS POLICY**

### **Financial Support**

Costs for 'optional extras' may be covered for children entitled to Pupil Premium funding. Please see the Pupil Premium Policy for further details.

Please see the Pupil Premium section of the school website: [www.colehamprimary.co.uk](http://www.colehamprimary.co.uk)

### **Remissions**

The Headteacher, Finance Committee and Governing Body may remit in full or part charges in respect of a pupil, if it feels reasonable in the circumstances.

The Headteacher, Finance Committee and Governing Body may decide not to levy charges in respect of a particular activity, if it feels reasonable in the circumstances.