



St. George's
CE Primary School

Charging and Remissions Policy

Our Vision and Culture Statement

Be brave. Be great. Be you.

We are fun. We are together.

INTRODUCTION

The school and its Governing Body recognise the valuable contribution that the wide range of activities, including clubs, trips, and residential experiences can make towards a pupil's personal and social education.

The school aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils and as additional optional activities.

The 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.

We promise:

- Not to charge for education provided during school hours.
- Not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

LEGAL FRAMEWORK

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- Education Act 1996
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2020) 'Governors' Handbook'
- The Trust Funding Agreement

1.0 CHARGING

1.1 Voluntary Contributions

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school may invite parents to contribute to the cost of the activity. 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 the full contribution. We do not treat these children differently from any others.



If a parent wishes their child to take part in an academy trip or event, but is unwilling or unable to make a voluntary contribution, the child is still permitted to participate fully in the trip or activity. Sometimes the academy pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The academy provides this information on request.

The following is a list of additional activities organised 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 entail transport expenses
- outdoor adventure activities
- visits to the theatre
- school trips abroad
- musical events

1.2 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, there will be no charge for the education or travel expenses. However, charges will be made to cover the costs of board and lodging.

Enrichment activities and residential visits which may be charged for are regarded as 'optional extras'. These activities do not form part of the National Curriculum. Charges will not exceed the actual cost of provision.

The school encourages parents to contribute something, even if they are unable to pay the whole amount. Payments can be made in installments.

If parents are experiencing financial difficulty they are invited to speak in confidence to the Head teacher. Parents whose child is in receipt of Pupil Premium may be entitled to a bursary to cover in full or part of the costs.

1.3 Music Tuition

All children study music as part of the normal school curriculum, there is no charge for this.

Any cost associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum) remains the parents' responsibility

1.4 Swimming

The school organises swimming lessons for children in Years 4-6. These take place in school time and are part of the National Curriculum. We make no charge for the swimming lessons. 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.

1.5 Activities Outside School Hours

The school reserves the right to seek parental contributions for activities deemed to be optional extras such as theatre trips, school discos, sports coaching, after school and breakfast clubs.

The total charge for an activity will not exceed the cost of providing the activity.

Charging and Remissions Policy

Any activities taking place outside of school hours (optional extras) will be charged in full.

The school reserves the right to cancel a child's place on an optional activity if payment has not been received.

1.6 Materials & Equipment

The cost of purchase or hire of instruments, materials, equipment or clothing for activities, which take place outside school hours and which are purely voluntary and optional remains the parents' responsibility. It remains the parents' responsibility to supply school uniform including P.E. Kit.

1.7 Charging In Kind

The cost of ingredients, materials, equipment, etc., needed for practical subjects, such as food technology or DT, is budgeted for and borne by the school. However, the school may charge for, or require the supply of ingredients and materials, if the product is to be owned and taken home by the child afterwards, e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

1.8 School Meal Provision

School meals are provided by an outside catering company and are available to each and every pupil. Unless eligible to receive free school meals or universal free school meals, payments must be made to the school in advance to cover the cost of the meal.

Repeated failure to pay in advance for a meal may result in the offer of school meals for that child being withdrawn.

1.9 Damaged Or Lost Items

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behavior or negligence whether deliberate or accidental.

2.0 REMISSIONS

In order to remove financial barriers from disadvantaged pupils or when the parents of a pupil are experiencing family hardship, the governing body has agreed that activities and visits where charges can legally be made will be offered at no charge or a reduced charge. Parents are encouraged to speak to the school business manager or parent support advisor in confidence to request remission of charges in full or in part.

Authorisation for such remission will be made by the Head teacher in consultation with the Chair of Governors.

DOCUMENT DETAIL	
Approving Body	Resources Committee
Author	School Business Manager
Scheduled Review	Annual
Date of Policy	March 2021
Next review	March 2022