



Charging and Remissions Policy

Be the best you can be

Equipping every member of our school family to:

Be strong and courageous (Deuteronomy 31:16)

Shine as lights in the world (Philippians 2:15)

To be reviewed by LGB every two years

Reviewed: November 2021

Next review: November 2023

Introduction

Our Golden Values

- ❖ We never give up on ourselves or each other – **Perseverance, Hope**
- ❖ We work together to achieve great things – **Generosity, Service, Friendship**
- ❖ We encourage one another, learning through mistakes – **Courage, Forgiveness, Creativity**
- ❖ We respect one another other and our world – **Compassion, Respect**
- ❖ We are honest and can be relied on – **Truthfulness, Trust**

As a Church of England School we aim to promote Christian values in all our dealings. We aim to make our school a happy, safe and caring place so that pupils benefit from the best possible education. The Executive Headteacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. They aim to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Statement

The policy complies with the requirements of the Education Act 1996 (Sections 449-462) Where 'parent' is referred to this will include adults with a responsibility for the pupil.

We aim:-

- to make school activities accessible to all pupils regardless of family income
- to encourage and promote external activities which give added value to the curriculum
- to provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- to respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Legislation:

Educational During School Hours

The DfE in its guidance to School Governors states, "education provided during school hours must be free. The definition of "education" includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity." It goes on to advise that "although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)" When additional costs are incurred by Gamston C of E (Aided) Primary School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Education Outside School Hours

The DfE in its guidance to School Governors states that “Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Act 1996 described activities, which can be charged for as “optional extras”.

Remissions

To ensure that access to activities reflects intentions, Gamston Church of England (Aided) Primary School will implement the following Remissions 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 and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties, which people on low income have in meeting the costs of educational activities for their children.

Where parents have children who are entitled to the Pupil Premium, the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours. There may be cases of family hardship, which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full.

Authorisation of remission will be made by the Executive Headteacher in consultation with the Chair of Governors.

Data Protection of pupils and families

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

Contributions:

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum. If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity. If sufficient contributions are not received the activity may be cancelled.

Charges:

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- trips which are not part of the school curriculum or are outside the school day (e.g. weekend residential)
- after school and pre-school clubs

- music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- damage to school property

Individual Music Tuition

Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

Ingredients or Materials for Practical Subjects

The school will not charge parents for the provision of ingredients or materials for practical subjects.

Lost School Equipment, Books etc

Parents will 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 damage caused. For instance, the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.

Residential Activity

The DfE in its guidance to School Governors states that "For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel. However, charges will be made for board and lodging in these circumstances, except for pupils eligible for the Pupil Premium. The Executive Headteacher will tell all parents of the right to claim free activities if they are in receipt of these benefits." A voluntary contribution will be requested by the school for such activities.

Gamston C of E (Aided) Primary School will follow the relevant legislation as contained in the Sections 449-462 of the Education Act 1996

The guidance is contained in the DfE booklet, 'Charging for school activities' October 2014.

Photocopying

Parents requesting any photocopying relating to their child, under the 'Freedom of Information Act', will be asked for a donation in the region of 10p per sheet and 20p for any colour printing.

Private fees

The school will reserve the right to charge for any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (eg. mid year pupil progress report for solicitors, private psychologist reports or solicitor reports) Charges will be at an agreed rate by the Executive Headteacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (at the rate stated above) and postage. An estimate of the cost will be given prior to undertaking the work.

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.

Policy agreed by Local Governing Body: 16th November 2021