

# CHARGING & REMISSIONS POLICY 2023-24

## Introduction

This policy has been formulated in accordance with the Local Authority's guidance on: Charging for School Activities. The purpose of this document is to help the Head teacher and the Governing Body set out their policy on charging and remission for school activities and school visits across Elmhurst Primary School.

## Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## Responsibilities

The Governing Body is responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

The Governing Body recognises the valuable contribution that the wide range of additional activities ( eg tuition, clubs, practical activities, trips and residential experiences) can make towards pupils' personal development, behaviour and welfare. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the schools and as additional optional activities the governors endorse the guiding principles contained in the guidance, in particular that **no child should have his/her access to the curriculum limited by charges**. If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent.

## Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:

- 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;
- Tuition for pupils learning to play musical instruments if the tuition is required as 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 eg ECaM

- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place 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;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- 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 education 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;
- Transport provided in connection with an educational trip.

### **Charges**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- Activities outside school hours, including clubs ( eg Breakfast Club ) where necessary.
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits.
- Individual/Group Instrumental Tuition outside of that provided through the ECAM and Wider Opportunities schemes. In such cases the charge will not exceed the cost of provision. Children in Care and those in receipt of Sport and Pupil Premium who wish to have tuition are entitled to free tuition.
- Breakages or lost or damaged library books.

### **Residential Visits**

A charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) and the cost will not exceed the actual cost of provision. Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Governing Body will remit 50% of the cost of board and lodging for any residential activity (classed as an optional extra taking place outside school hours). This is made clear in all correspondence in relation to these activities.

In some cases, where even the 50% remit is excessive for parents, the school will bear the full cost of a residential visit.

### **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition.

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

### **Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils ( eg ECam instruments) , the Head teacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Clothing**

The uniform list for each school provides examples of uniform and colours for the school. Items with the respective school logo on are sold via the school's office and all other items can be purchased outside school at the parent's choice and regarding style in order for parents to obtain best value. The schools will supply essential protective clothing when necessary e.g. High visibility jackets.

### **Voluntary Contributions**

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Parents may also be invited to make a voluntary contribution for the following:

- Educational visits which take place inside or outside school hours.
- Any activity which takes place during school hours; The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents: a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

### **Remissions**

In other circumstances the Governing Body will invite parents to apply in confidence to the Head teacher for the remission of charges in part or full. The Head teacher in consultation with the Chair of Governors will make authorisation of remission.

### **Publication of Information**

This policy can be found on the school's website and hard copies are available from the school office for parents to view.

### **Review and Amendments**

This policy will be reviewed annually by the Governing Body Finance Committee who may, from time to time, recommend amendments to the categories for which a charge may be made. This will be brought to the full Governing Body for ratification.

**Updated 27/07/23**