

# Orchard Community Primary School



## Charging & Remissions Policy

This policy was approved by the Governing Body of Orchard Primary School at their meeting on.....

Signed..... Chair of Governors

Version	Date	Author	Reason for Change
0.1	2015	FS	/
0.2	9/2018	FS	New Policy to provide updated information
0.3	10/20	FS	Reviewed

Review Frequency	Next Review Date
Every 3 years	9/2023

## **Introduction**

Orchard Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

This charging and remissions policy describes how we will endeavour to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## **Aims & Objectives**

The aims of this policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/carers.
- Clarify how charges will be determined, so parents and carers understand why requests for payments are sometimes made for activities.

## **Activities without charge**

The Governing Body of Orchard Primary 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;
- 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 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 provided in connection with an educational trip.

## **Voluntary Contributions**

At Orchard Primary School we provide a curriculum that is innovative, rich and varied. This immerses children in first and second hand experience – with carefully tailored educational visits and visitors – which enables them to draw on prior learning to consolidate and expand their conceptual thinking and develop transferable skills for life. To fund such visits we invite parents/carers to contribute to the cost. All contributions are voluntary and a parent is under no obligation to pay.

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

Planned activities which provide additional enrichment or enhancement of the curriculum may be cancelled if the total level of voluntary contribution is such that the school 'enrichment' budget cannot afford to meet the other costs that would be incurred and all monies returned.

If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

Activities that are essential as part of the National Curriculum will take place regardless of the level of voluntary contribution received from parents and carers.

Parents/Carers will be given reasonable advanced notice of proposed visits/ activities and school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.

The following is a list of additional activities sometimes 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 and topic related visits
- sporting activities – sometimes involving transport expenses
- outdoor adventure activities
- visits to the theatre
- musical events
- visiting theatre productions
- visiting workshop providers

### **Chargeable Activities**

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Education provided outside of school time that is not:
  - part of the national curriculum;
  - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit; (subject to remission arrangements – see below).
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- Music and vocal tuition, which takes place during the school day and which has been requested by parents/carers.
- Provision of materials/ingredients for subjects such as Design and technology or Food Technology, where pupils take home a finished product.
- Extra-curricular events such as PPS discos
- 'Cool Milk' (except for children whose parents are in receipt of Free School Meals and aged under 5)
- School Uniform

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity.

## Remissions Policy

Pupils of parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal Credit in prescribed circumstances;<sup>6</sup>
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents/carers are informed of charges for individual activities.

## Other charges

**Clubs** - For activities organised by the school (e.g. music tuition or sports coaching), which occur wholly or mainly outside school hours and which are not an essential part of the curriculum, participation will be on the basis of parental choice and their willingness or ability to pay any associated costs.

The expenses of those engaged in supervision and tuition may be included in the costs, over which the school may have no control.

**Incidental Classroom Equipment and Materials** - Parents may be invited to pay for or provide from home any materials, ingredients, books, instruments or other equipment (e.g. egg for Easter decoration, ring binder for homework). However no child will be placed at a disadvantage because of a parent's unwillingness or inability to contribute.

The school may charge for, or require the supply of, ingredients for curricular cooking lessons and materials if parents have indicated in advance a wish to own and retain the finished product (e.g. basic cookery items or DT model etc).

It is our normal policy to provide free materials during school craft/sewing sessions, although the school reserves the right to make charges if necessary.

**Loss of and Damage to School Property** - Parents may be required to pay the full cost of replacement or repair of school books, materials, equipment, fittings, or the fabric of the building, lost, broken, damaged or defaced by their children, where this is the result of their behaviour.

## Monitoring and Review

This policy is monitored by the Governing Body and will be reviewed in three years or earlier if necessary.

## Responsibilities

The Governing Body of Orchard Primary School is responsible for determining the content of the policy and the Headteacher for implementation.