



***SCALFORD C of E PRIMARY SCHOOL***

**Charging and Remissions**  
**Policy**

**2016**

*The School Strategic Development Committee on behalf of the Governing Body of Scalford C E Primary School adopted this policy in April 2016. It will be reviewed again in 2018.*

Headteacher: Mrs M Waring  
Chair of Governors: Mr A Cox  
Date: 13.04.16

Signed copy in school office

## **Policy for charging for school activities.**

### **Introduction**

The Governing Body supports the ideals of free education for all, and welcome additional opportunities made available to pupils via educational visits and through external providers such as music tuition. The Governing Body will seek to conform to legislation and local authority guidelines on charging for activities.

This charging and remissions policy describes how we will do our best 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.

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional extra activities such as individual or small group, trips, transport costs etc

### **Aims of this Policy**

The aims of this policy will:

- set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers;
- clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

The policy has been informed by A Guide to the Law for School Governors and DCSF guidance, planning and Funding Extended Schools.

### ***Voluntary contributions***

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. The contributions will not exceed the actual cost. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to

support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as “optional extras”. This list is not exhaustive:

- visits to museums;
- fieldtrips and research visits;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events;
- clubs incurring costs of resources;
- practical subjects e.g. home economics, craft, design materials;
- visiting groups to the school;
- residential visits;
- full or half day trips (during school hours).

### ***Residential visits***

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education expenses. However, we do suggest a contribution to cover the costs of transport, board and lodging, although parents and carers who receive state benefits are exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

### ***Swimming***

At Scalford children swim during the Spring Term. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents and carers to cover the cost of transport. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

### **Activities Mainly Outside School Hours**

Any activity planned to take place “mainly out of School time” as defined in section 107 of the Education Reform Act 1988 attracts a charge, which is the full cost of all aspects of the activity.

Board and lodging on residential trips are included in this section.

Parents will also be asked to cover the full costs of those trips, identified as activities that are in addition to school curriculum entitlements. These additional opportunities may not be directly related to a curriculum area, but are seen as an 'above and beyond' opportunity for children's personal enhancement.

### **Deposits**

Non returnable deposits may be required to cover initial payments and administration costs.

### **Financial Hardship**

Any parent or guardian for whom this may apply should contact the Head Teacher and their case will be reviewed sympathetically within the constraints of the school budget and general funds.

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits, where legally charges can be made, will be offered at no extra charge or a reduced charge, to parents in particular circumstances. Criteria for remission is set out below:

Parents in receipt of:

- Income support
- Income based job seekers
- Support under part VI of the Immigration and Asylum Act 1999.
- Child tax credit, provided Working Tax credit is not also received and the family's income (as assessed by HM customs and revenue) does not exceed the sum given in the Revenue and Custom rules.
- Guaranteed state pension

Specific educational support to help raise the standard of attainment, including residential and educational visits and, can also be paid for by using Pupil Premium Funding for those children who attract it.

### **Refunds**

In the event of a child being unable to take part in a school activity for which a charge or voluntary contribution is levied, or the activity is cancelled, refunds will be made whenever possible minus unrecoverable charges incurred by the school.

Procedures for refunds for residential visits will depend upon the details of the insurance policy applying and will be notified to parents in advance of the trip.

Refunds would be at the discretion of the finance committee.

### **Additional Considerations**

The Governing Body recognises its responsibilities to ensure that the offer of educational activities and visits, does not place a burden on family finances. To this end we try to adhere to the following guidelines:

- Where possible, publish a list of trips at the beginning of the year, so parents can plan ahead.
- Have an established system, where, if appropriate, parents can pay in instalments.
- When an opportunity for a trip arises at short notice, it will be possible to arrange to pay by instalments, beyond the date of the trip. (Short notice constitutes a period less than 14 days).
- We acknowledge 'first pay, first served' may discriminate against families from lower incomes and we will try to avoid this method of selection.

### **Arrangements for monitoring and evaluation**

The Finance Committee of the governing body will monitor the impact of this policy by receiving a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.