Heather Primary School –

Charging and Remissions Policy

Date Ratified By Governing Body	January 2019
Review Date	January 2021

Introduction

This policy complies with the departmental advice for governing bodies, school leaders, school staff and local authorities issued by the Department for Education in October 2015

AIMS AND 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

- An admission application to any state funded school
- 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;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If the income for each activity does not meet the overall cost, such activities may have to be cancelled. If the activity cannot be funded without voluntary contributions, we will make this clear to parents from the outset.

If a trip goes ahead, it may include children whose parents are unwilling or unable to make a voluntary contribution. We do not treat these children differently from any others. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded and the school provides this information on request.

Please note: "Any charge made in respect of individual pupils must not exceed the actual per pupil cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not

therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge" (from DfE 2012 Guidance).

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 require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events.

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, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence to the headteacher.

If the income for each activity does not meet the overall cost, such activities may have to be cancelled.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. If parents are experiencing financial difficulty, they are invited to write in confidence to the headteacher. We give parents information about additional music tuition at the start of each academic year.

Ingredients/materials for practical subjects

Parents are encouraged to provide materials for practical subjects, but no child will be disadvantaged because of parents' inability/reluctance to pay. Where necessary, the school will meet the cost of this.

Swimming

The school organises swimming lessons for children in Key Stage 2. 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 contributions to the cost of travel. 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.

7. Lost school equipment, books etc.

7.1 Parents may be requested to replace school equipment, books etc. which have been lost by their child.

8. Damage to school property

8.1 Legally, parents can be asked to pay for damage to and/or loss of school property. However, we do not usually charge for accidental damage to property.

We would consider making a realistic charge where property has been wilfully damaged.

9. Data protection of pupils and families

9.1 Heather Primary School staff will ensure that where families are experiencing financial difficulties, their children are not publicly identified or stigmatised. Our methods of collecting voluntary charges, dinner money etc. do not identify children who are unable to contribute.

10. Remissions or help with charges

10.1 In order to remove financial barriers from disadvantaged pupils, 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 to families qualifying for Free School Meals for children in our school.

Approved by governors:

Scheduled for review: June 2021