Charging & Remissions Policy

Signed……Chair of Governors Date……

Signed…….....…….....Headteacher Date……...

Revised and adopted by the Governing Body June 2023
Review Date: October 2026
Next Review Date: October 2027

St Paul's CE Primary School, Heathside Grove, Walkden

CHARGING & REMISSIONS POLICY

1. Introduction

All education during school hours is free**.**

2. Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are**:

- education provided outside of school time that is not:

  a) part of the National Curriculum;

  b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or

  c) part of religious education.

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;

- transport that is not 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; and

- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;

- non-teaching staff;

- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and

- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will 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.

In cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

3. 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 we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents 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 have a right to know how each trip is funded. 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. These activities are known as ‘optional extras’. This list in not exhaustive:

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- School trips abroad
- Musical events

4. Residential Visits

The school **cannot** charge for:

- education provided on any visit that takes place during school hours;

- education provided on any visit 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; and

- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school will charge for:

- board and lodging and the charge must not exceed the actual cost.

When the school informs parents about a forthcoming visit, we will make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- 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 (from 6th April 2011)
- the guarantee element of State Pension Credit.

5. Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. The peripatetic music teachers teach individual or small group lessons. Children are asked to pay a contribution of £20.00 per term. We give parents information about additional music tuition at the start of each academic year.

6. Swimming, Sports Activities/Coaching

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. The school on occasion offers additional sports coaching. A qualified coach, who is not a member of the school staff, runs and organises these sessions. We may make a small charge for these sessions.

Monitoring:

This policy will be reviewed on a regular basis to take into account any changes in official guidelines or procedures issued by the DfE and LA.

Revised and adopted by the Governing Body:

Signed Chair of Governors:

Date: