

Charging and Remissions Policy

Statement of Intent

Elston All Saints Anglican Methodist Primary School is committed to ensuring equal opportunities for all pupils regardless of financial circumstances and has established the following policy meeting all the statutory guidance provided by the DfE, to ensure that no child is discriminated against by the offering of school trips, activities and educational extras.

This policy has been written using the DfE “Charging for school activities” 2018 guidance and operates in conjunction with the following school policies:

- Complaints procedure
- Finance policy
- Freedom of Information policy

Charging for Education

The school will not charge for:

1. Admission applications
2. Education provided during school hours (including the supply of materials, books or other equipment)
3. Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school or part of RE.
4. Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent.
5. Entry for a prescribed public examination, if the pupil has been prepared for it at the school
6. Examination resits if the pupil is being prepared for the results at the school

The school may charge for:

1. Materials, books, instruments or equipment where the child's parent wishes their child to own them.
2. Optional extras
3. Music tuition (in certain circumstances)
4. Certain early years provision
5. The use of community facilities and other commercial activities
6. Provision of information within the scope of freedom of information

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 (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;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

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

Any charge made in respect of individual pupils must not exceed the actual 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.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can 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.

Voluntary Contributions for Day Trips

The school will ask for voluntary contributions for school day trips visits however pupils have to pay for optional extras (such as activities, ice creams etc).

The cost per pupil will not exceed the amount calculated as cost per head i.e. parents who make contributions will not be asked to pay an increased amount to cover children from parents who cannot or will not pay.

The school will make it clear in its trip notifications that, if insufficient contributions are raised, the trip may not go ahead. The school receives no additional funding for visits and any shortfall has to come from the school's resources budget.

If a parent is unwilling or unable to pay, their child will be given an equal chance to participate in visits. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. However, they will be unable to participate in activities which are designated as optional extras. If a trip is cancelled because of insufficient contributions, refunds will be made to those who have already contributed.

Residential Visits

The school will charge parents for the actual cost for board, lodging and activities outside school hours plus ask for a contribution towards other activities and any transport costs.

The cost of the trip will be calculated and parents sent a payment schedule, allowing them to spread the cost of residential trips over a period of months, should they so wish.

All payments for residential visits must be received by the end of the week before the trip is due to take place. If this does not happen then the child will not be able to go. A refund of any payments made may not be possible as the school may have to pay late cancellation charges. In some cases, full payment may still be required from the parent as the school may still have to pay fully for the cancelled trip.

Parents who decide to withdraw their child from residential trips before the travel date may not be able to receive a full refund, due to payments already made by the school and the booking terms and conditions of the residential provider(s). The school will however, endeavour to refund as much as possible.

Parents have to pay for board and lodgings and certain optional extras (such as bowling, theatre trips which are not related to education). Transport and educational activities during the day are contribution based. If insufficient contributions are received, the residential will not go ahead. The school does not receive any additional funding for non-pupil premium children and any shortfall has to come from the school's resources budget.

Remission for School Trips and Residential Visits

The Governors have agreed that any child who receives additional funding through the pupil premium or who is claiming Free School Meals (benefit driven free meal entitlement, not through Universal Infant Free School Meal scheme for Key Stage 1 children) is entitled to:

- 50% reduction in the contribution of **day visits**
- Free board and lodging with payment of the remainder for the trip (activities, transport etc) as a contribution unless they are designated as optional extras (see above) for **residential visits**.

If you think you may be entitled to claim for Free School Meals please following the link on our website or call 0300 500 8080. You will need your National Insurance Number.

Music Tuition

All children study music as part of the school curriculum, we do not charge for this. In our school, music tuition that is requested by parents is not managed by the school, i.e. this is a private financial arrangement between the peripatetic music teacher and parent and so school should not be requested to become involved. School will facilitate the lessons and ensure full compliance with Child Protection, Safeguarding and Recruitment and other relevant policies are adhered to.

In certain circumstances children in receipt of Pupil Premium funding can receive music tuition paid for by the school. This is decided on an individual basis following agreement with the Head Teacher.

Cooking Club

From time to time staff may run a cooking club. A small charge will be made on a weekly basis to cover the cost of ingredients. Any item made will be taken home. Any child in receipt of pupil premium will have these costs covered by the school.

After School Sports Clubs

From time to time the school may offer after school sports clubs. Parents may be asked to pay a small contribution towards the cost of the club. Any child in receipt of pupil premium will have these costs covered by the school.

Other After School Clubs

The school reserves the right to ask for contributions to other after school clubs where it needs to pay another outside provider or provide specialist materials. Any child in receipt of pupil premium will have these costs covered by the school.

Swimming

The school organises swimming lessons for children in Years 3 and 4. We do not charge for this activity. School covers the cost of the lessons and transport to and from the pool and we will inform parents when these lessons are taking place.

Breakages, Damages or Lost items

The school may charge for the cost of replacing items that are damaged or lost due to negligence or poor behaviour of pupils or their parents e.g. water damaged reading book, lost reading books or text books.

Remissions

Parents in receipt of any of the following benefits may request assistance with the costs of activities (correct as at 11/02/2023).

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7400 a year (after tax and not including any benefits they receive)

To request assistance, parents should speak with the School office.

Pupil Premium Remissions

The pupil premium is an additional pot of money allocated to schools for children from low-income families who are currently known to be eligible for Free School Meals in both mainstream and non-mainstream settings and children who have been looked after continuously for more than six months. If we are aware that a child is in receipt of this grant, then we will send a letter summarising the following information (see Appendix A).

Parents/carers of children entitled to the pupil premium may request up to 50% towards costs of some school activities, for example school trips. Parents will not be required to make a written request for these activities as the school office will advise accordingly.

For pupils who are considered 'Ever 6' (i.e. they are in receipt of the Pupil Premium because their parents were on low income at some point during the child's schooling) the above will still apply.

School trip refunds

1. All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided within initial information about the trip.

2. In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.
3. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.
4. In the event the school cancels a trip due to insufficient contributions, those that have already paid will receive a refund.
5. In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the school's discretion as to whether a refund will be given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.
6. Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.
7. In the event that a pupil cannot attend a trip at the last minute e.g. due to illness, it is at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.
8. In the event that a school trip is postponed due to unforeseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip or refunding parents.
9. In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options which could include carrying forward the money until the trip takes place, transferring the money to another trip or refunding parents.
10. Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.
11. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
12. If a parent wishes to make a complaint about refunds they can do so via the complaints procedure.

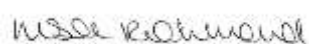
Monitoring arrangements

The Head Teacher monitors charges and remissions and ensures these comply with this policy.

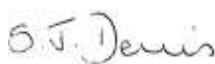
This policy will be reviewed every year by the School Business Manager and/or Head Teacher and approved by the Governing Body.

Autumn 2023

Review Autumn 2025



Head Teacher



Chair of Governors

Appendix A

Dear

Pupil Premium (Free School Meals)

We have been advised that your child _____ is currently eligible for pupil premium, which qualifies you to specific reductions in voluntary contributions or school charges as per our Charging and Remissions Policy, if you would like it. The aim is to support your child's progress and attainment and it is NOT intended to support parental income.

We will assume that you would like to take us up on the offer of subsidy for School Activities so when you receive a letter from school regarding a trip or activity, you can just reduce the voluntary contribution by 50% when paying. Your child will not be given a separate letter, to avoid singling them out. Please note that should your child no longer be entitled to Pupil Premium this subsidy would cease.

If at any time you need further assistance, please do not hesitate to get in touch but please do remember that pupil premium is allocated to the school to spend as they see fit for the educational benefit for your child. Our aim is to support your child's education and this is another way in which we can do this.

Yours sincerely



Lisa Richmond
Head Teacher