

**Charging & Remissions Policy**

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**Introduction**

The Head Teacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils’ learning and to contribute to their personal development. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school both as part of a broad and balanced curriculum and as additional optional activities.

Many of these activities have an associated cost. A dedicated budget is set each year to allow many trips and visits to take place. The school also uses some of its Pupil Premium funding to support this work. On some occasions however these trips cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for the school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Where ‘parent’ is referred to this will include adults with a responsibility for the pupil.

**Our Aims**

* To make school activities accessible to all pupils regardless of family income
* To encourage and promote external activities which give added value to the curriculum
* To provide a process which allows activities to take place at a minimum cost to the parents, pupils, and the school
* To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget

**Legislation – Education during school hours**

The DfE in its guidance to School Governors states that education provided during school hours must be free. The definition of ‘education’ includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity. It goes on to advise that although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions.

When additional costs are incurred by Primrose Hill Community Primary School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

**Education Outside of School Hours**

The DfE in its guidance to School Governors states that ‘Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The DfE guidance in 2014 described activities, which can be charged for as ‘optional extras’.

**Remissions**

To ensure that access to activities reflects intentions, Primrose Hill Community Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration and Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours (50% or more).

There may be cases of family hardship which can make it difficult for parents to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

**Contributions**

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity. **If sufficient voluntary contributions are not made towards the cost of the trip it may have to be cancelled.**  Parents are requested to pay promptly as companies require payment in advance.

**Charges**

The Governing Body reserves the right to make a charge for the activities and items detailed below:

* Trips, visits and memory makers which are not part of the school curriculum or are outside the school day

Eg Lledr Hall and other residentials.

* After school and pre-school clubs (including Breakfast club, currently charged at £1 per session. NB this is likely to increase to £2 per session from 2024 due to increased staff costs).
* Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
* Damage to school property – the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of pupil’s behaviour.
* Damage to school books (Reading scheme)

**Individual Music Tuition**

* Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

**Lost School Equipment, Books etc**

* Parents will be expected to replace or pay for the cost of lost items of school property.

**Breakages and Damage to School Buildings, Furniture or Property**

* Parents will be charged for damage caused as a result of a pupil’s behaviour.

**Residential Activity**

* The DfE in its guidance to School Governors states that ‘For a residential activity taking place largely during school time, or essential to the education to the education provide at the school, no charge may be made for either the education or the costs of the travel. However, charges will be made for board and lodging in these circumstances, except for pupils who are receiving Income Support or Family Credit. The Head Teacher will tell all parents of the right to claim free activities if they are in receipt of these benefits. A voluntary contribution will be requested by the school for transport and education whilst on residential visits (see Remissions section).

**Refunds Policy**

Refunds will only be offered in exceptional circumstances, e.g. if a school visit is cancelled, or if the surplus collected for an activity exceeds the cost of the activity by an amount pre-determined by the Governing Body.

All refunds should be made via cheque payment to the parent/guardian concerned.

**Refunds**

A refund will be given if:

* A trip has to be cancelled

If a child/parent changes their mind or moves schools and withdraws from a trip then no refund can be given. Charges are made by providers upon receipt of the first deposit so the school will be charged in full for the place reserved.