



Charges
and
Remissions
Policy

September

2019





Greenland Community Primary School Charges and Remissions Policy

Introduction

Greenland Community Primary School recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. We aim 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.

However, many of these activities have an associated cost and 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 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.

Statement:

The policy complies with the requirements of the Education Act 1996. Where 'parent' is referred to this will include adults with a responsibility for the pupil.

We aim:

- 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 parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Section 1 - Legislation – Education During School Hours

Schools cannot charge for:

- an admission application to any maintained school
- education provided during school hours
- education provided outside of 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;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum.

Schools can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras;
- music and vocal tuition in limited circumstances.



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 out 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.

- 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.

Participation in any optional extra activity is 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.

Section 2 - Voluntary Contributions

When additional costs are incurred by Greenland Community Primary School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. They may also 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.

However, if insufficient voluntary contributions are raised to fund an activity, then it will be cancelled.

Section 3 – Charges

- Greenland Community Primary School reserves the right to make a charge for the activities and items detailed below:
- Visits which are not part of the school curriculum or are outside of the school day i.e. Adventure Weekend;
- After school and breakfast clubs;
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils. Parental agreement and a signed contract will be obtained before the tuition is provided;
- Breakages and damage to school buildings, furniture or property – parents will be charged for damage caused as a result of a pupil's behaviour;
- Visits to school by professionals e.g. authors, story tellers, musicians, dancers, artists, theatre companies etc;
- Replacing equipment that has been defaced, damaged or lost e.g. school books;





- Ingredients or materials for practical subjects – parents may be encouraged to provide ingredients, materials etc. needed for practical subjects such as technology. The school may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated the wish to own the finished product.

The Local Governing Body may, from time to time, amend the categories of activity for which a charge may be made following advice provided by the Trustee Board and Stanley Learning Partnership.

Section 4 - Remissions

To ensure that access to activities reflects intentions, Greenland 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 VI of the Immigration & Asylum Act 1999;
- Child Tax Credit (provided that Working Tax Credit is not also received);

The Local Governing Body, in partnership with Stanley Learning Partnership, will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organises for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity, the Local 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 of School in consultation with the Chair of the Local Governing Body.

Section 5 - Data Protection of pupils and families.

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

Policy adopted/written: September 2019

Review date: September 2020

Person/s responsible for Charging and Remissions: Miss Annemarie Lewis

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