

Ditchheat Primary School



Charging and Remissions

This policy will be reviewed every 4 years.

Reviewed and agreed by:

Finance and Personnel Governors:.....

Headteacher:.....

Date:

Next review: Summer 2024

Ditcheat Primary School Charging and Remissions Policy

‘Inspiring a love of learning for life’

Purpose of Policy

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents’ financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The aim of this policy is to set out what charges may be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Relationship to other policies

The policy compliments the school’s equality policy, curriculum policy, finance policy, and the teaching and learning policy.

Roles and responsibilities of headteacher, other staff and governors

The headteacher, staff and governors will ensure that the following applies:

1. No charges will be made for

- 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 the school’s basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.

2. Voluntary Contributions

We may ask parents for a voluntary contribution towards the cost of

- any activity which takes place during school hours
- school equipment

The contribution is voluntary and pupils of parents who can’t, or don’t want to, contribute will not be excluded from the activity. Where there are not enough voluntary contributions to make the activity possible, and there are no other ways to get funds, we may cancel the activity.

3. Activities for which charges may be made

- Activities outside school hours – Non-residential activities (other than those listed in 1 above), which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- We may charge for extra-curricular activities and school clubs.
- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 4 below) may have help with board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).
- Music tuition – for individuals or groups of any appropriate size when it is not an essential part of the National Curriculum.

4. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Criteria for qualification for remission are given below:

- Parents of pupil premium children
- Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body or headteacher taking into account as to whether additional help is justified.

5. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We have established a system for parents to pay in instalments for trips over £20
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.