

SEBERT WOOD PRIMARY SCHOOL - CHARGING AND REMISSIONS POLICY



Date reviewed: Autumn 2019
Date to be reviewed: Autumn 2020

Approval by Finance and Premises Committee

Signature of Chair of Governors:

Introduction

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) 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, to try and minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charging

The Governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

Activity	Charge
Educational visits in school hours (in certain circumstances these may extend slightly beyond the school day).	The full cost.
Activities outside school hours including before and after school clubs and extended schools services	The full cost to each pupil of the activities deemed to be optional extras, taking place outside hours e.g. sporting activities which require transport, clubs run by school staff and/or third parties, residential outdoor adventure trips etc.
Materials, Equipment, Instruments etc.	The cost of purchase or hire of instruments, materials, equipment or clothing for activities such as music, cookery or art, and individual instrument tuition which takes place within school hours, unless it forms part of the

	<p>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.</p> <p>The Governing body may charge for the replacement of lost or wilfully damaged property or equipment.</p>
Photocopying	The Governing Body reserves the right to charge for photocopying requested by parents e.g. requests made to copy material from the pupils file. The rate charged will be as disclosed in our FOI Publication scheme.
Early years provision	The Governing body may charge for spaces available to parents over and above the statutory hours.
Community facilities	The Governing body may charge for the community hire of school facilities in line with the terms of the Lettings Policy.

No compulsory charge can be made for activities that take place in school hours to enrich the curriculum. For these activities a request will be made for voluntary contributions towards the additional costs of the activity; however no individual child will be excluded from these activities because of contribution. If the level of contributions received together with any available school funds/budget is insufficient to meet the cost of the activity, the activity may not take place. For example voluntary contributions may be requested for school trips to cover the cost of transport, entrance fees and other expenses.

Remissions

Where the parents of a child are in receipt of:-

- Income Support
- Income-based Jobseekers Allowance
- 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules

The Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed examination or the National Curriculum. The funding received from the Pupil Premium grant will be used to cover costs for those

children.

The Governing body will also agree that other activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in receipt of pupil premium funding.

Refunds

In the case of a pupil not participating in an event as a result of illness, a refund will be considered but will depend on the terms agreed with the venue/organiser. Wherever possible the school will refund in full upon written request.

Refunds cannot be made for any element of the cost that relates to the coach itself, as this is booked on the basis of the whole group participation and costs calculated accordingly.

Refunds requested for pre-booked sessions at extended schools will only be approved if the required 24 hours notice has been given.

General Notes

- The onus of responsibility lies with the parent to renew their eligibility for extended hours Nursery funding by the Government deadline in order for funding to be paid directly to the school. If this deadline is missed then the Governors will invoice the parent directly for the cost of the extended sessions above the universal entitlement of 15 hours. For more information please check the Nursery Admissions policy.
- The school may make a charge for materials used, or request that parents provide them, for any activity that produces an end product where the parents have expressed a wish to keep the finished product.
- There will be provision made for payment by instalments for larger charges.
- The Headteacher has delegated responsibility for determining, within the constraints of this policy, what category of charge should apply for additional activities, what the charge or voluntary contribution should be and what, if any, contribution will be taken from school funds/budget within the constraints of the monies available.
- The charges applied for an activity will not exceed the total cost of the activity apportioned equally between the participants. Where a surplus balance not exceeding £2.50 per pupil is left this will be transferred to the school fund unless a specific refund is requested by the parent/family.
- A limit will be set on the level of voluntary contribution that may be requested.
- More than one category of charge may be made for different elements of the same activity. This is likely where some elements can be charged for at full or partial cost and others cannot.
- The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.
- ***Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.***

