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Holywell Primary School

Charging and Remissions Policy

(based on DFE document–Charging for school activities–May 2018)

Status:	Statutory
Approval Body:	Governing Body
Review Frequency:	2 Years
Last Review:	November 2023
Next Review:	Autumn 2025

Charging and Remissions Policy

1. Introduction

- 1.1 We believe 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 and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.
- 1.2 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:
- where possible we shall publish a list of visits and their approximate cost at the beginning of each term so that parents can plan ahead.
 - we have established a system for parents to pay in instalments and online via "School Money".
 - 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 avoid that method of selection.
- 1.3 Charges will not exceed the actual cost (per pupil) of provision. Parental agreement will always be obtained before a charge is made.

2. Charging arrangements

2.1 Activities for which there will be no charge

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- entry for a prescribed public examination, if the pupil has been prepared for it at the school.*
- examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- transport provided in connection with an educational trip.

* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

2.2 Activities for which charges may be made

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 prerequisite for the provision of an optional extra where charges will be made.

a) Curriculum enrichment

- Includes additional activities provided inside and outside of school that provides pupils with an enriched experience that is part of their curriculum learning. This can include a trip or visitor to school who works with pupils.

b) Activities outside school hours

- Non-residential activities (other than those listed in 2.1 above), if more than 50% of the time spent on that activity takes place outside school hours. (**NB:** time spent on travel counts in the calculation if the travel itself occurs during school hours).

c) Residential trips

- The cost of board and lodging on residential trips deemed to take place during school time.
- Residential trips deemed to take place outside school time (other than for those activities listed in 2.1 above).

NB: A residential trip is deemed to take place outside school time if the number of school sessions taken up by the trip (there are two sessions in each **school** day i.e. 10 per week) is less than 50% of the number of half-days spent on the trip (each 24-hour period is divided into two half-days, one beginning at noon and one beginning at midnight i.e. 14 per week).

Example of residential trip outside school hours

A visit from noon on Thursday to 9pm on Sunday would count as 3 school sessions and 7 half-days.

Sessions:	Thursday	1	Half-days:	Thursday	1
	Friday	<u>2</u>		Friday	2
		<u>3</u>		Saturday	2
				Sunday	<u>2</u>
					<u>7</u>

Example of residential trip during school hours

A visit from noon on Wednesday to 9pm on Sunday would count as 5 school sessions and 9 half days.

Sessions:	Wednesday	1	Half-days:	Wednesday	1
	Thursday	2		Thursday	2
	Friday	<u>2</u>		Friday	2
		<u>5</u>		Saturday	2
				Sunday	<u>2</u>
					<u>9</u>

As the number of sessions is more than 50% of the number of half days, the visit is deemed as taking place **during** school hours.

d) Music tuition

Music tuition for individuals or groups of up to four pupils as requested by parents.

e) Nursery provision

Charges may be made for nursery provision over and above the statutory allowance.

f) Resources

Charges may be made for any resources such as materials, books, instruments, or equipment, where a parent wishes their child to own them.

g) Optional extras

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

3. Voluntary Contributions

The school will seek voluntary contributions from parents/carers in respect of the following activities:

- a) Where external providers are engaged to provide curriculum enrichment
- b) Educational trips and transport related to that visit.

The contributions are not obligatory, but if insufficient contributions are received, the activity may not proceed.

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 or help with payment. This remissions policy sets out the circumstances when this may apply. To qualify for remission parents/carers must be in receipt of some sort of state benefits.

5. Arrangements for monitoring and evaluation

- 5.1 The Governing Body will monitor the impact of this policy by receiving an annual report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.
- 5.2 This policy will be reviewed every two years.