



# Lyng Church of England Primary School

## Charging and Remissions

Review Body:	Full Governing Body
Responsibility:	Headteacher
Type of Policy:	Statutory
Review Period:	Annually
Reviewed:	October 2020
Next Review:	October 2021

**Aim:** To set out what charges will be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. It also sets out those activities for which charges will not be made.

**Purpose:** 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'/carers' 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.

This policy has been written with reference to DFE guidance 'Charging for school Activities' (May 2018) and Norfolk County Policy guidance for Governors.

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

### **No charges are made for**

education provided during school hours (including the supply of any materials, books, instruments or other equipment) This includes:

- swimming lessons for KS2 pupils which are part of the National Curriculum.
- Whole Class Instrumental Tuition for KS1 and KS2 purchased by the school from NCC Music Service.

## **2. Voluntary Contributions**

Asking for voluntary contributions enables the school to enhance the curriculum opportunities either more regularly or beyond what is usually within the means of the school budget.

Parents will be invited to make a voluntary contribution for:

- some activities that take place in school. These could include visits, special events, visitors, theatre groups etc and
- some activities that take place as part of the national curriculum. These could include visits to places of special interest/the local area where there is a transport/admission cost

When making requests for voluntary contributions, the school will make clear:

- that the contribution is genuinely voluntary (is not a charge) and a parent/carer is under no obligation to pay
- that registered pupils at the school will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request
- if a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.
- if insufficient voluntary contributions are raised to fund an activity, and the school cannot make up any shortfall from school funds then it will be cancelled.

In addition

- Parents/ carers will not be asked to pay more than required to subsidise children whose parents/ carers have not contributed.
- The contribution requested will not exceed the per pupil cost.

*The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:*

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school residential trips;
- musical events;
- extra curricular clubs
- any materials ( eg cooking ingredients or modelling materials) books, instruments, or equipment, where the child's parent wishes him/her to own them and /or the child is to take home the product

### **3. Residential visits.**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we again ask parents to make a contribution to cover the cost of education, board and travel. Extreme cases of hardship will be considered for help with costs by the Headteacher, using Pupil Premium

### **4. Music Tuition**

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. In extreme cases of hardship, the Headteacher may consider financial support from Pupil Premium. We give parents information about additional music tuition at the start of each academic year.

### **5. Swimming**

The school organises swimming lessons for all children in Years 3, 4, 5 and 6. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

### **6. Breakages**

Where a pupil's neglectful or wilful behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident will be dealt with as an individual case and at the school's discretion.

### **7. 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:

- we have established a system for parents/carers to pay in instalments for larger sums.
- 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.

### **6. Refunds**

If activities which are charged for ( such as music tuition/ after school clubs) do not run due to the provider not being able to do so , the session will be made up. If this is not possible then the charge for that session will be deducted.

If a pupil is unable to attend an activity that has been charged for, then that charge will not be refunded, unless the absence is due to illness. For residential visits, there is a non-refundable deposit. If the pupil is unable to attend due to illness, then the contribution less the deposit will be refunded.

Where an activity has been paid for through voluntary contributions, and the pupil is unable to attend due to illness, then the contribution will be refunded.