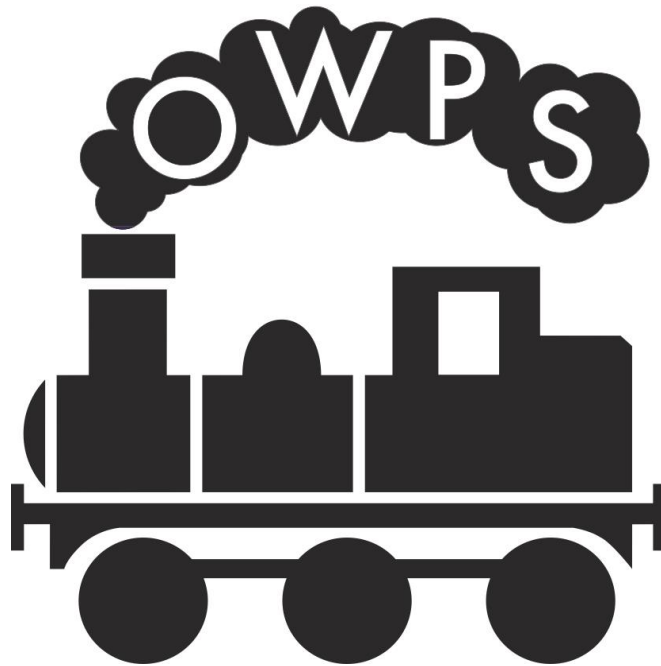


Orton Wistow Primary School



Charging and Remissions Policy

Status	Statutory
Senior Lead	Headteacher
Version	DRAFT

Approved by: **LGB** Date: **[]**

Last reviewed on: **Spring 2022**

Next review due by: **Spring 2023**

Key – Highlighted areas indicate changes made to this new version of the policy

Introduction

The purpose of this document is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. We do not charge for any activity that is required as part of the National Curriculum or religious education.

This policy has been informed by the document, published by the Department for Education, **Charging for school activities: Advice for governing bodies, school leaders, school staff, and local authorities. (Nov 2013)**

Voluntary contributions

When organising school trips or visits that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip or visit (if costs are incurred).

These charges will be based on the actual costs incurred, divided by the number of pupils participating. There will be no levy on those who can pay to support those who can't.

All contributions are voluntary. However, if we do not receive sufficient voluntary contributions (usually 90% of the cost), we may have to cancel a trip or visit. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not discriminate against these children or treat them differently from any others.

The following is a list of additional activities organised by the school where voluntary contributions from parents are requested. This list is not exhaustive:

- visits to museums;
- sporting activities which incur transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- travel to school trips for geography, science or environmental education;
- musical events;
- travel to and entry for swimming lessons.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Charges

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

- Activities outside school hours including clubs,
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits,
- Individual/Group Instrumental Tuition outside of that provided through the ECAM and Wider Opportunities schemes,
- Breakages.

Residential visits

When 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 do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging and travel expenses. See remissions for further details.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. Where a peripatetic music teacher teaches an individual or small group, the tutor charge for these lessons.

Swimming

The school organises swimming lessons for all children currently in Key Stage 2, Phase 3/4. These take place in school time and are a part of the National Curriculum. We ask parents for a voluntary contribution to cover the entrance fee to the pool and travel expenses.

Clubs

There may be a nominal charge for clubs provided directly by school.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher, in consultation with a representative of the Governing Body, may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Remissions

The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Headteacher's discretion but may be referred to the Governing Body for approval. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the school 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 Headteacher on behalf of the Governors. All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chair or Vice-Chair of Governors.

Parents who can prove they are in receipt of:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 Her Majesty's Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules;
- the guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008

are exempt from payment. Parents in this position should see the School Business Manager or write to her in confidence. The criteria are aligned with those for Free School Meals.

General

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.

Freedom of Information Act

Where a request is made for information held by the school under the Freedom of Information Act, the school will charge an hourly rate that reflects the actual cost of compiling the information and photocopying costs. The school will inform the person requesting the information what the likely cost will be before preparing the information.