



# Charging and Remissions Policy

Approved by governors June 2019  
To be reviewed June 2021

## **Introduction**

The policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) and the guidance given from DFE "Charging for school activities" October 2014.

The policy complements the information given in section 6.6.5 of the "Governors Handbook 2017"

## **Voluntary Contribution – Dfe guidance**

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution. It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source then it must be cancelled. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

## **Key Points**

- School cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Parents on low income and receipt of benefits are informed of any support available to them when being asked to contribute towards the cost of school visits.

## **Relationship to other Policies**

This policy complies with our School Vision, Equality Policy, Educational Visits Policy and Teaching and Learning Policy and links to our Curriculum maps.

## **Operating the 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 and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

As a school we plan our curriculum to offer real life experiences to pupils to extend their understanding of the world. We aim to provide a rich, broad and balanced curriculum where environmental visits and arrangements for visitors into our school are given a key, integral role. This includes residential visits.

### **Voluntary contributions**

When organising a school trip or visit to enrich the curriculum and the educational experience for pupils, the school invites parents to contribute to the cost. All contributions are voluntary. If a trip goes ahead, it will include pupils including those where no voluntary contribution has been made.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the pupil will participate fully in the trip or activity.

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

- visit linked to the curriculum;
- sporting activities;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.

### **The Pupil Premium Grant**

Within the school budget governors have agreed an amount money, using the Pupil Premium Grant (PPG) funding to support the cost of trips and activities for pupils in receipt of the Pupil Premium Grant. Parents and carers are informed when these occasions arise.

### **Optional Extras**

Where an "optional extra" is being provided, a charge will be made for providing materials, books, instruments or equipment.

This includes;

- **Activities not related to the National Curriculum** taking place "out of school time" e.g. The Family Pantomime at Christmas
- **Individual Instrumental Tuition** and vocal tuition not related to the National Curriculum purchased by parents from Telford & Wrekin music services.
- **Extended day services offered to pupils** (e.g breakfast club, after-school clubs and supervised homework sessions).
- The cost, or an appropriate proportion of the costs, **for teaching staff employed to provide tuition** in playing a musical instrument, or vocal tuition, where the tuition is an optional extra
- **Materials used in craft subjects** subject to the parents/carers having agreed in advance they wish to own the finished product.
- **Items of school uniform** which can be purchased from the main office. The prices for these items are on display at the main office and on the school website.
- **As part of school's disciplinary code** - Parents/carers will be asked to meet or contribute towards the costs of damage to or loss of school property arising out of individual pupils' behaviour as long as blame can be established.
- **Board and lodging** for a pupil on a residential visit.  
The school will charge for Board and Lodgings and the charge will not exceed the actual cost.

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.

#### **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:

- Where possible we shall publish a planned visits on the class pages on the website and in the newsletter each term so that parents can plan ahead
- We have established a system for parents to pay in instalments
- 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.

#### **Arrangements for monitoring and evaluation**

The Governors will monitor the impact of this policy by receiving on a termly grid to show the use of the money identified to support a range of visits and activities. They will seek to evaluate the impact of this money on pupil progress.