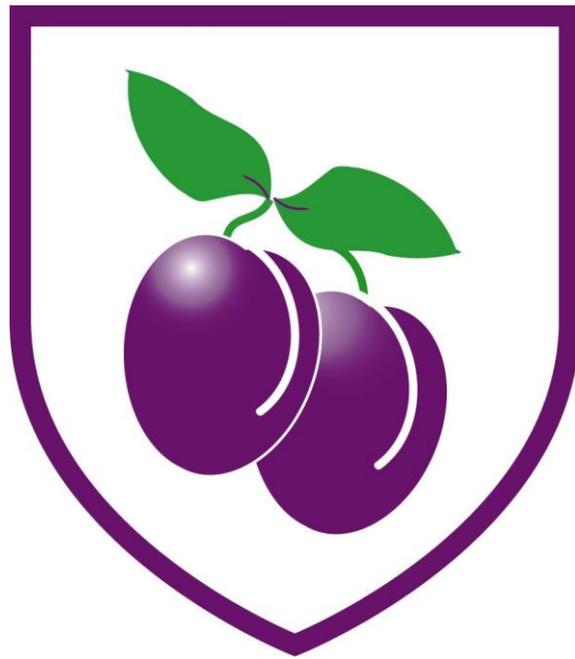


# Plumcroft Primary School

Universal high expectations

Knowing every child

In pursuit of excellence



## Charging and remission Policy

June 2020

## Introduction

This policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

The Governors of Plumcroft Primary School have agreed to adopt the following policy with regard for charging for school activities. The cases in which these charges will be remitted are also set out.

All education wholly or mainly within school hours is free of charge. We do not charge for any activity undertaken as part of the National Curriculum with the exception of some group music tuition.

School governing bodies and local authorities **cannot** charge for:

- ✓ An admission application to any maintained school;
- ✓ 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 religious education;
- ✓ Tuition for pupils learning to play musical instruments 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, or part of religious education;

Schools and local authorities **can** charge for:

- ✓ Any materials, books, instruments, or equipment, where the child's parent/carer wishes him to own them;
- ✓ Optional extras (see below); and
- ✓ Music and vocal tuition, in limited circumstances.

## Voluntary Contributions

The staff and governors recognise the importance of extra activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However, it may be necessary for voluntary contributions to be sought for such activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. Children of parents/carers who do not make a contribution will not be treated any differently. If a particular activity cannot take place without help from parents/carers, this will be explained at the planning stage. Moreover, when made, charges per pupil do not exceed the actual costs incurred, which mean that pupils who can pay is not charged extra to cover the costs of those who cannot afford to. This may mean that some activities will need to be cancelled if the school budget cannot cover the costs.

If a charge is to be made for a particular type of activity, parents/carers need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents/carers.

The school may subsidise or pay additional costs in order to support a visit. These are approved by the Headteacher in advance. Parents/carers are informed of any subsidies in advance of the school trip. Parents/carers have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organized by the school, which may require voluntary contributions from parents/carers. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- visits to places of interest;
- musical events.

Any charge made in respect of individual pupils does not exceed the actual cost of providing the activity, divided equally by the number of pupils participating.

### **Residential visits**

When the school organizes 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 or travel expenses. However, we do make a charge to cover the costs of board and lodging and ask for a volunteer contribution towards other costs. For residential visits that are not related to the National Curriculum or Religious Education a full charge is made. Parents/carers who receive state benefits can apply for a grant towards the costs of board and lodging elements for a school journey involving an overnight stay. It is the Headteacher's responsibility to inform all parents/carers of the right to claim free board and lodging if they are receiving benefits.

To ensure parents/carers are aware of their rights, when the school informs parents/carers about a forthcoming visit, the school will ask parents/carers if they wish us to apply on their behalf to Greenwich Pupil Benefits department for grants to cover the cost of the visit. This department contacts parents/carers directly, and if they are in receipt of any of the below, a grant is awarded which covers some of the cost towards the board and lodging element of the visit.

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit
- Working Tax Credits

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

## **Swimming**

The school organises swimming lessons for children during some point of Key Stage 2. These take place in school time and are part of the National Curriculum. No charge is made for this activity. Parents/carers are informed when these lessons are to take place.

## **Extra Curricular Activities - Out of School Hours Learning**

When the school organises clubs that take place out of school hours a small charge is may be made for these activities. Parents/carers are informed of the availability of such clubs and children are encouraged to make a commitment to attend all sessions before being accepted. We use monies collected to cover the expenses of the activity, and not to make a profit.

## **Music tuition**

Children study music as part of the school curriculum. We do not charge for this.

Some pupils receive instrumental tuition. There is a charge for individual or group music tuition during school hours. This is offered in addition to the National Curriculum. The peripatetic music teachers teach small group lessons.

## **Breakages**

Parents/carers may be asked for recompense where a child causes damage. Therefore breakage or damage caused to school property, equipment and materials, including the loss or replacing of books, caused by a pupil's misbehaviour may incur a charge equal to the cost of repair or replacement as new.

## **Voluntary Contributions- School Funds**

The school requests for voluntary contributions to the school funds. Parents/carers are not made to feel pressurised into paying as it is voluntary and not compulsory, to support additional activities offered to the children during the academic year.

The Charging and Remissions Policy only relates to the provision of Education within the school.

## **Before and After School Care**

Parents/carers are charged a specific amount per session to cover the cost of provisions, equipment and staffing. Payment must be made even if a child does not attend unless the care is not available due to a school decision.