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| Policy:      | <b>Charging &amp; Remissions Policy</b><br>April 2018 (early review) |  |
| Status:      | Statutory  |   |
| Review Date: | Sept 2021  |   |

### 1. Admissions

There is no charge for admissions.

### 2. School meals

School meals are automatically free for all foundation, year 1 and year 2 children under the Government's Universal Infant Free School Meals. In addition, school meals are free for pupils across all year groups if they meet the eligibility criteria and have applied to the Local Authority. There is therefore no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount per meal (as set by the LA).

### 3. Activities that take place during school hours

There is no charge for educational activities during school hours.

There is no charge for transport during school hours to school-organised activities.

A request for a contribution towards covering some of these costs however may be asked for.

### 4. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:-

- part of the school's set curriculum, including sports games against other schools
- after school sports clubs provided by school staff for family/NC competitions

A request for a contribution will be asked for:-

- any activity that involves commercial coach travel
- some after school clubs provided by school staff - the Head teacher will decide when it is necessary to charge for optional activities. Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating.

When calculating the cost an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra
- Additional support staff required to support the club
- Teaching staff engaged under contracts for services purely to provide the club

Participation in any optional extra activity will be on the basis of parental choice and willingness to pay the charges. The school will need to have the agreement of parents. Where charges will be made Pupil Premium children will not be asked to pay for any school activity as this can be taken from their funding.

## **5. Residential activities**

Our school will not charge for:

- education provided on any visit that takes place outside school hours if it is part of the National Curriculum.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
- residential activities that take place during school hours.

Our school will ask for a voluntary contribution charge for the cost of entry and commercial coach transport.

Our school will also ask for a contribution for:

- Residential Trips

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on the residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Children who are in receipt of pupil premium will be able to use a proportion of their allocated funding to cover all/some of the cost.

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

## **6. Music tuition within school hours**

St Botolphs Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule. If children choose additional or continuation tuition, charges will be fixed annually and based on the actual cost of tuition. These charges may not apply to those pupils in receipt of pupil premium.

## **7. Extended services**

St Botolphs Primary School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- High quality learning opportunities either side of the school day
- Ways of intervening early when children are at risk of poor outcomes
- Ways of increasing pupil engagement
- Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others. Premier, who provide our before school care, may request the school to provide a proportion of any cost for a pupil premium child.

## **8. Damage to property and breakages**

Where school property has been wilfully damaged by a student *or parent* the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Head teacher and dependent on the situation.

Where a member of the school staff has broken or misplaced property that they look after for a child OR had removed from a child, then the school will replace the article. Otherwise the school will not be responsible for any loss or breakages outside of the conditions of the above paragraph.

## **9. Remissions and Concessions**

The school will give consideration to the remission of charges to parents who receive the following support payments:

- Income Support
- Income based Job-Seekers Allowance
- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- income-related Employment and Support Allowance
- Working Tax Credit run-on
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Head Teacher will authorise the remission of charges.

The School may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Head Teacher.

## **10. Voluntary Contributions**

### **a) PTA events**

The school, governing body, or Local Authority will not ask St Botolphs parents for voluntary contributions to the school general funds. Contributions will be given as part of activities organised by the PTA (FOSB) (eg. summer fete, school discos).

If the activity is cancelled by the school/PTA all monies will be returned to parents.

### **b) School trips – curricular/educational**

Parents may be asked to make a voluntary contribution towards the cost of any activity taking place in or out of school time that is considered to be part of the **School Curriculum Entitlement**. Letters to parents about an activity will make it clear that they are being asked for a voluntary contribution. However, if

**insufficient contributions are made, the activity will not be able to run. Insufficient contributions are deemed to be 75% of the total cost.** However, this excludes residential visits where schools can charge for the full cost of board and lodgings.

*Sample letter paragraph*

*We are planning the following activity as part of our (subject) topic. The cost to the school of the activity is £x. In order to cover our costs and allow the activity to take place we need to raise this sum through voluntary contributions. We are therefore asking that each child participating makes a contribution of £x. Pupils whose parents do not contribute will not be denied participation in the activity. However if insufficient contributions (minimum 75%) are made the activity will not be able to run.*

*Any Parents who have difficulty in paying this voluntary contribution should contact the Headteacher in confidence.*

With regards to educational visits, there is no obligation for a parent or carer to make any contributions and the school never pressure parents to make a contribution.

**c) School trips – non-educational/fun!**

The vast majority of trips are part of the school curriculum entitlement, however there are some occasions when the trip is non-educational/for fun (eg. Christmas pantomime outing/free Cinema tickets). In this situation, if a parent wished their child to take part, then full payment would be expected as this is not something that the school could justify utilising the school budget for. For any parent choosing not to pay then the child would remain in school while the trip is taking place.

**11. Inability or unwillingness to pay?**

St Botolphs Primary School is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of the child are unable to pay due to their financial circumstances.

However, if a parent refuses to pay, the governors may seek for clarification as to why this is the case, as it could be deemed unfair to the majority who continue to make the contributions.

The school holds some funds to support families in financial difficulty but cannot continue to subsidise trips and activities if it has to do so above 25% of the total cost. Therefore, if insufficient contributions (minimum 75%) are made then the activity would not be able to run and parents would be notified.

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