

John Fletcher of Madeley
————— *Primary School* —————

Charging and Remissions Policy



Date approved: June 2020
Date for review: May 2022

John Fletcher of Madeley Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits regardless of their parents' financial means. This policy describes how we will do our best to ensure a good range of visits and activities are offered. In accordance with our Christian value of Equality, we will try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and the [Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England. The policy complements the information given in section 7.5 of the *Governors Handbook*.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation or reduction of a charge which would normally be payable

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. When necessary the school will pay additional costs in order to support education 'outside' the classroom, particularly if a visit or activity falls within the schools identified 'core curriculum'.

Voluntary contributions for activities as part of the curriculum

As an exception the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include:

- a) Non-residential activities during school hours e.g. day visits to the theatre, museums, or workshops within school.
- b) Activities outside school hours
Residential and non-residential activities which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- c) Residential visits during school hours
We are permitted to charge for the cost of board and lodging costs during residential trips. These costs will not exceed the actual cost of the provision. Where the trip takes place wholly or mainly during school hours, children whose

parents are in receipt of certain benefits (see remissions policy below) will be exempt from paying the cost of board and lodging.

d) Music tuition

Music tuition for individuals or groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. However, if the school is unable to raise enough funds for an activity or visit then we will have no choice but to cancel. We will then refund all voluntary contributions made accordingly.

Charges

a) Extra-curricular activities

The school will endeavour to offer the children a range of optional extra-curricular activities to widen their experiences e.g. cricket, art, dance, music, football, gymnastics, cooking clubs. Parents may be asked for payment if outside specialist teachers or coaches are employed to run the clubs. These payments need to be paid in advance of the club starting. Children whose parents are in receipt of certain benefits may be supported by the school in order to allow their child to fully participate in the activity.

b) Breakfast Club / School Meals

These should be paid for in **advance** of the meal being taken or Breakfast Club attended. We understand there may be exceptional circumstances when this is not possible and parents are asked to discuss these with the school if necessary in order to make suitable arrangements.

c) Breakages and Lost or Damaged Books

Where a child's actions incur extra costs to the school, by breakage of equipment or damage to premises, parents may be requested to pay to cover the whole or part of the cost.

If school offers opportunities for children, such as Leavers' hoodies, which are non-essential items, school reserves the right not to process any orders from families where debts to the school are outstanding for any of the above charges. These items would not be eligible for any remission.

Remissions

In order to remove financial barriers from pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which such charges will be waived.

Remissions for residential visits

Parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance 7
- 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 statutory limit
- The guarantee element of State Pension Credit
- An income related employment and support allowance.

Out of Hours Provision

The school may provide sessions before or after school. This may take the form of extra-curricular clubs. The cost charged to parents for this provision may be higher than associated costs, in which case the school will make a small profit. Any profit generated through such provision will be used for the purposes of the school. All income from such provision is taken through school accounts and these accounts are signed off by the governing body, as per audit requirements.

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 list of visits (and their approximate cost) at the beginning of the school year 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.