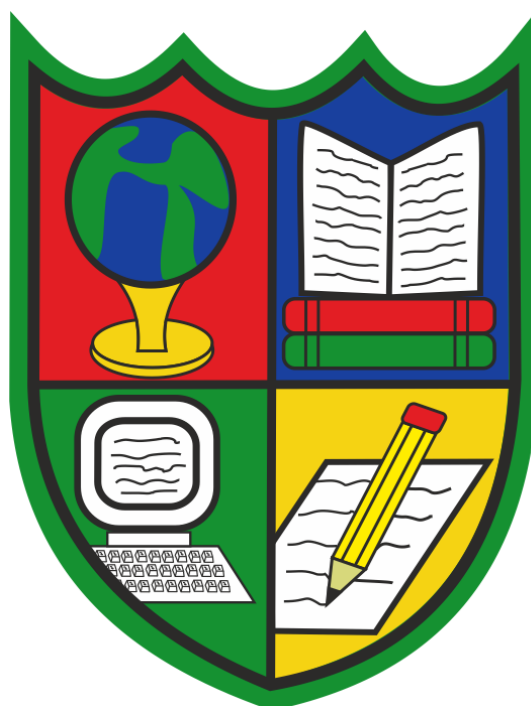


HIGHFIELD PRIMARY SCHOOL



Charging and Remissions Policy

May 2021
Reviewed Annually

Context

The need to have a charging and remissions policy and requests for voluntary donations are discussed in this document. The Governing Board of the School is responsible for determining the content of the Charging & Remissions Policy and the Head Teacher is responsible for its implementation.

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2020) 'Governance Handbook'

Introduction

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

Voluntary Contributions

When organising school trips/visits or visitors into school to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

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, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs (up to £100) in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

The cost of a voluntary contribution is based on the actual costs of the entrance/booking/experience plus the additional costs of the transportation divided by the number of pupils in the class/year group.

Requests for refunds will be considered on an individual basis according to the circumstances and only when the school will not incur any costs.

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

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to or by a theatre company
- visitors in school
- musical events

Residential Visits

If the school organises a residential visit in school time, or mainly in 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 suggest a charge to cover the costs of board and lodging, although parents and carers who receive state benefits will receive a 50% discount. These benefits include:

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- Guarantee element of Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit only (but no award of Working Tax Credit) and have an annual income, as assessed by the HM Revenues and Customs, that does not exceed £16,190 (correct at October 2018).

If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

If the school organises a residential visit partly during and partly out of school hours a charge can be made for the activity outside of school hours if it is not part of the National Curriculum. Our annual residential trips are an additional curriculum activity and not directly part of the national curriculum. Consequently, parents are asked to pay for the full cost of the activities, transportation and board and lodgings.

School's policy for allocating places on our annual residential trips are:

- Parents in Year 4 and Year 6 are notified of the dates and payment details for the annual residential trips in late summer/early autumn terms.
- A date is given (approximately 14 days later) when a non-refundable deposit will be accepted for the residential trip

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 small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We give parents and carers information about additional music tuition at the start of each academic year. The cost of the music tuition is calculated on the actual cost of the peripatetic time divided by the number of children in the group.

Swimming

The school organises swimming lessons for all Year 4 and Year 5 children, and any additional children in Year 6 who are non-swimmers. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place.

Extra-Curricular Activities

On occasions the school offers extra-curricular activities through professional companies, music tutors and sports coaches after school. A charge is made to cover the costs of these sessions.

Damage or loss of Equipment

A charge may be made for damage or loss caused by a pupil. This will be at the Head Teacher's discretion.

List of charges in school September 2021

Item	Charge
Toast	30p
Drinks	50p
Fruit	20p
Snack in Reception	£4 per week
Breakfast Club	£2 per day

Date of approval 24.5.21

Signed  Head Teacher

Signed L Boardman Chair of Resources Committee

Date to be reviewed: May 2022