

EASTINGTON PRIMARY SCHOOL

CHARGING and REMISSIONS POLICY

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Reviewed –Spring 2016, Spring 2019, Spring 2025

Date of next review – Spring 2028

Headteacher: Heidi Gallagher

Chair of Governors: Alvin Fernandes

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher is responsible for its implementation.

This policy has been written in accordance with the DfE guidance 'Charging for School Activities', May 2018.

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, including the supply of any materials, books or other equipment.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. 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 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 in order to support the visit. Parents 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 organised by the school, which require voluntary contributions from parents. 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 the theatre
- ◆ musical events

Residential visits

When organising a residential visit, the school will normally make a charge for board and lodging, and ask for a voluntary contribution towards transport and specialist instruction for certain activities. Those pupils in receipt of free school meals, or whose parents are in receipt of any of the benefits listed in the Remissions section, are exempt from the cost of board and lodging during residential visits.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

We have various peripatetic music teachers who visit school to teach individual instrumental lessons. These lessons are optional extras and are not part of the national curriculum for music. For this reason, parents are charged, directly by the music teacher, for the cost of tuition.

Swimming

The East Riding of Yorkshire Council's Sports Development Unit organises swimming lessons for pupils at some stage in KS2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

Photocopying

The use of the photocopier by outside agencies or for private use is charged at:-

Black and White copies:

5p per A4 copy

10p per A4 double sided

10p per A3 copy

20p per A3 double sided

Colour copies:

10p per A4 copy

20p per A4 double sided

20p per A3 copy

40p per A3 double sided

The Freedom of Information Act

The Freedom of Information Act allows parents the right to ask for copies of various documents. There may be a charge to cover the cost of resources and administration time. Details of any cost will be communicated to parents in advance. This fee is to be paid when the parent receives the report.

Damages to or Loss of School Property

The school may seek payment from parents for damages to or loss of school property caused wilfully or negligently by their child.

The school will invoice the parent. The invoice must be paid within four weeks of the invoice date.

Parents must contact the school during the first week of receiving the invoice, if they wish to negotiate a regular payment scheme over an extended period.

In exceptional circumstances, the headteacher may set a nominal amount, rather than the real cost of the repair or replacement.

Extra-curricular/After school clubs

Our after-school clubs are run by both internal school staff and external providers. Details of the charges for these sessions are distributed via newsletter at the start of each school term. This information is available from the school office or via the school website.

Remissions

Children whose parents are receiving the following benefits will, in addition to having a free school lunch entitlement, be entitled to the remission of charges for board and lodging costs during residential school trips:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The school is always happy to discuss payment arrangements and will do its best to offer assistance and remissions in cases where there is hardship.