



## **Radipole Primary School**

### **Charging and Remission Policy**

**Signed:** *Janet Cridland*

**Chair of Governors**

**Date of Approval:** September 2017

**Date of Next Review:** September 2020

*This policy has been reviewed in line with the 9 principles set out in the Single Equality Policy  
and an initial screening Equality Impact Assessment has been carried out.*

Under the terms of the 1988 Education Reform Act all education taking place in school time is freely available to all children irrespective of their ability to pay (except for some music tuition).

The Headteacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Headteacher and Governing Body aim to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents/carers are charged for the cost.

### **Activities in School Time**

Activities which entail additional costs organized by the school that take place in school time may attract a charge, this includes activities that are provided by the school to enhance the National Curriculum (eg field trips).

Under the terms of the Education Reform Act 1988, the funding of all activities organized by the school, to take place in school hours, are the responsibility of the school. However, the school may be unable to fund any such activities without parental contribution. If insufficient parents wish to send their child on an activity, and this would lead the school to be financially burdened to the detriment of other teaching opportunities, the activity may be cancelled at the discretion of the Headteacher and/or governors. However, no pupil will be prevented from participating because their parents/carers cannot or will not make a contribution.

Activities taking place in school time will be funded by:

- contributions from parents at an appropriate rate to reflect the true cost of the activity;
- funds that may be made available from the school as agreed with the governors
- any other funds that may be made available to parents for the purpose eg. support from local charities.

### **Charges**

The Governing Body reserves the right to make a charge for the activities and items detailed below: Trips which are not part of the school curriculum or are outside the school day (i.e. residential trips)

- After school clubs
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost library book
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.
- Damage to school books (e.g. reading scheme)
- A contribution towards swimming
- From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge. In these circumstances the school may ask for a voluntary contribution from parents.

### **Individual Music Tuition**

Charges may be made to parents/carers for individual or small group tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement will be obtained before the tuition is provided and one term's notice is required should the parent/carer wish to terminate the tuition.

### **Educational Visits**

The Headteacher and Governors of Radipole Primary School consider that educational visits support and enhance the provision of the curriculum and enrich all children's educational experiences. An educational visit is where children are taken off-site, accompanied by the appropriate number of approved adults.

Payment for all educational visits is voluntary, but should insufficient contributions be forthcoming, the trip may be cancelled at the discretion of the headteacher. However, no pupil will be prevented from participating because their parents/carers cannot or will not make a contribution.

### **Residential Visits**

These visits will take place during term time, are offered as an extra to the curriculum and will be funded by contributions from parents. The school is permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision. However pupils whose parents are in receipt of eligible benefits may not be charged for board and lodging costs.

### **Calculating Charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and school funds. Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. Details of proposed trips will be sent to parents as far as is practicable in advance.

### **Remissions**

In order to remove financial barriers from disadvantaged 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 in some circumstances. Criteria for qualification for remission are given below:

Parents/carers in receipt of:

- 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 guarantee element of State Pension Credit
- Child Tax Credit, (with no Working Tax Credit) and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' – the payment you may receive for a further 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

### **Refund of Monies**

1. Cancellation of Activity by the School  
In the event of the cancellation of an activity by the school, we will refund all monies in full, unless the same activity is to be re-arranged for another time
2. Cancellation/Withdrawal of a Pupil by a Parent/Carer from a residential trip  
In the event of a decision by a parent/carer to reverse their consent and financial commitment to a residential activity, the school will adopt the refund policy as stipulated by the providers for each element of that trip.