

# Charging and remissions policy

Gretton Primary School



<b>Approved by:</b>	Richard Woolston	<b>Date:</b> Spring 2022
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<b>Last reviewed on:</b>	Spring 2022
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<b>Ratified by:</b>	FGB
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<b>Ratified on by:</b>	[Date]
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<b>Next review due by:</b>	[Date]
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## **Charging for School Activities**

The School wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education & Skills Funding Agency (ESFA). The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of Gretton Primary School has decided that until further notice its policy will be as follows:

### **School Activities**

Activities should be planned in advance and sufficient notice given to parents.

#### **Type of Activity**

##### **1. Day Trips/Activities/Clubs**

For an activity occurring during school hours or one that is required because of the National Curriculum or the law on Religious Education, the school will invite a voluntary contribution from parents to meet costs. Parents must be assured that their children will not be prevented from taking part in an activity if they are unable/unwilling to make a financial contribution. For trips/activities outside school hours, parents will be asked to pay the full cost involved. Certain after school clubs may incur a charge.

##### **2. Residential Visits**

For residential visits taking place within school hours or required for National Curriculum purposes, the same principles will apply as for day trips/activities except a distinction will be made between the *obligatory* charge for board and lodgings and the *voluntary contribution* towards other costs. Where the residential visit takes place outside school hours and has no National Curriculum requirement, the school will ask for an *obligatory* charge for the whole cost of the visit (i.e. board and lodging + other costs).

##### **3. Instrumental Music on an individual/group basis**

Any tuition/hire of instruments provided during school hours is subject to a termly charge - payment is made directly to the provider Eg Music Guru.

#### **4. Classroom Materials**

Generally, no charge will be made for materials or equipment. However, for certain practical activities (Design/Food Technology etc.), parents may be invited to provide materials or ingredients on a voluntary basis. Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials/ingredients.

#### **Remission of Charges**

The law, currently, states that children from families in receipt of state benefits as outlined in the DfE list of benefits should not be charged for the cost of board and lodgings during any activity taking place in school hours or required for the purposes of the National Curriculum or by the legal responsibilities relating to Religious Education. The school will make it clear to parents, in respect of residential visits falling into any of these categories, that children within the defined groups above, will be exempt from board and lodgings charges.

The Governors are aware that there may well be parents who are unable to meet the costs associated with a residential visit, and are not in receipt of the specific state benefits (as above). In these circumstances the Headteacher or office staff will make available details of the local Chandos Exhibition Foundation which may be used to support pupils wishing to take part in this type of activity.

#### **Costing School Activities**

The agreed policy is as follows:

- So far as is possible each activity will be budgeted to be self-financing. Each trip/activity will be costed beforehand showing details of charges, quotes and any assumptions made, including an amount to cover the cost of administering Parent Pay. Based on this information, a price per pupil will be calculated.
- So far as possible all income should be collected in advance of the activity. Parents must be made aware in each case that refunds generally cannot be given on cancellation. For any expensive activities, the cost of insurance to cover cancellation, will be included in the price.
- All income and donations towards trips/activities will be recorded in a separate statement. This statement will show donations, costs and income for each trip and will be available for Governor Review as and when requested.
- Donations towards trips/activities will come from parents/carers or any other donor who gives money for this purpose Eg Friends of Gretton School (FOGS).
- All donations should be accounted for in accordance with para.3 above. The Governing Body will monitor the use of money from the school budget before it can be used to support trips or activities.

**March 2022**

**Next review: Spring 2024**