

CORSHAM PRIMARY SCHOOL

Charging and Remission Policy



Reviewed: October 2023

Policy Ratified by LGC: November 2023

Next Review Date: October 2024

Corsham Primary School **Charging and Remission Policy**

Introduction

The policy of the Governors of Corsham Primary School is to provide free education for all attending pupils. This policy is implemented within the letter of the law and also embracing the spirit of it. The Local Governing Committee has therefore ratified a charging and remissions policy for certain activities in school.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#). This policy complies with our funding agreement and articles of association. It will be reviewed annually.

Voluntary Contributions

The school may ask parents for a voluntary contribution to fund activities that would otherwise not be possible.

When organising activities that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the event. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the event. If an event 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
- visitors to school e.g. special theme days

Residential visits

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time, but the cost must not exceed the actual cost.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- ✦ Income Support
- ✦ Income-based Jobseeker's Allowance

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- ✦ 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 the parent is not entitled to Working Tax Credit and their annual income does not exceed the figures assessed by the Inland Revenue in the current financial year
- ✦ 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)

Music Tuition

All children study music as part of the normal school curriculum and we do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum and is at the request of the pupil's parent/carer. The charge for these lessons are paid to the peripatetic music teachers who bill the parents directly. Parents in receipt of state benefits may get help with payment as well as children from Service Families. Parents can contact music subject leaders to establish what music tuition is available at the school.

Swimming

The school organises swimming lessons for all children in Years 3 and 4. These take place in school time and are part of the National Curriculum. We make a voluntary request for payment for these lessons to cover the additional cost. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. No child is excluded from these lessons because of an inability to pay.

Breakages and Lost or Damaged Books

Where a child's actions incur extra costs to the school, by breakage of equipment, damage to premises, loss or damage to textbooks or library books, parents will be invited to pay a contribution to cover the whole or part of the cost.

Extra-Curricular Activities

The school will endeavour to offer the children a range of optional extra-curricular activities to widen their experiences e.g. drama, art, netball, hockey, football, dance, rounders, multi sports clubs. Parents may be asked for payment if outside specialist teachers/coaches are employed to run the clubs. Parents with financial difficulties whose children wish to participate will be invited to discuss individual needs with the Head of School.

Design Technology

The design technology curriculum requires the children to plan, design and make items, which sometimes require mechanisms etc. to make them work. At the end of projects, if the children would like to bring their working model home, it may be necessary to make a charge to cover the cost of any mechanisms and specialist materials.

Refunds and Repayment

Where an activity makes a surplus, refunds will be issued by Finance Manager if the surplus exceeds 5% of the total cost or £5 per person.

Payments made for trips; swimming etc. will not be refunded as the costing for the trip will have already been calculated.

Remission of charges

In the spirit of inclusion, equal opportunities and disability equality, no child is barred from attending because his/her parents have not contributed. Families eligible for benefits and others the Head of School determines are experiencing financial hardship are not expected or pressured to pay. We keep such information confidential and handle situations discretely.

Payment

All payments should be coordinated through individual School Money Accounts.

Queries

If you have a question about a charge, office staff are available between 8.30 a.m. to 4.30 p.m. to answer queries.

Equal Opportunities

When writing and reviewing this policy staff have completed an Equality and Diversity Impact Assessment in order to ensure it complies with equality obligations outlined in anti-discrimination legislation. We believe the policy positively reflects the aims and ambitions identified in Corsham Primary's Single Equality Scheme.