

CORSHAM PRIMARY SCHOOL

Charging and Remission Policy



Reviewed: September 2021

Policy Ratified by LGC: November 2021

Next Review Date: September 2022

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 set up a charging and remissions policy for certain activities in school. It will be reviewed annually.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and swimming.

Voluntary Contributions

The Headteachers or Local Governing Committee may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally

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 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
- Booth Literature Festival

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. This cost does not exceed the actual cost of the provision and transport.

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 (Pupil Premium)
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999

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- 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
- The guaranteed element of State Pension Credit
- An income related employment and support allowance that was introduced on October 27th 2008

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 group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. 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. We ask parents to make a payment for these lessons to cover the cost of specialist tuition and transport. 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 of 50p to cover the cost of the mechanisms and specialist materials.

Refunds and Repayment

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

Payment 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