

# WIMBORNE PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY



### Status

Statutory

### Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### What was consulted?

The policy has been informed by *A Guide to the Law for School Governors*, the DCSF guidance *Planning and Funding Extended Schools*, the Governance handbook (October 2020) and the DfE Departmental advice 'Charging for school activities' ( May 2018)

### Relationship to other school policies

The policy complements the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

### Roles and responsibilities of headteacher, other staff, governors

The Headteacher, staff and governors will ensure that the following applies:

#### 1. No charges will be made for

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit;
- transport provided in connection with an educational visit.

## **2. Activities for which charges may be made**

### *a) Activities outside school hours*

Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

### *b) Residential activities*

Board and lodging costs (but only those costs) of residential visits deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

### *Is a residential visit in or out of school time?*

If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

### *c) Music tuition*

Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as “optional extras”. Charges will not exceed the actual cost (per pupil) of provision

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them</i>	For example, a clay model – a charge to cover the cost of the clay.	Yes (as described below)
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra.	Yes (as described below)
Charges will be made for the board and lodging component of residential visits	The charge will not exceed the actual cost	Yes (as described below)

### 3. Families qualifying for remission or help with charges

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 to parents in particular circumstances. This remissions policy sets out the circumstances in which charges may be waived. Criteria for qualification for remission are given below.

Parents in receipt of:

- Jobseeker's Allowance
- Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, Pension Credit
- Universal Credit

#### **4. Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- we have established a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- we will avoid "first pay, first served" or "first come, first served" methods of selecting participants as these may disadvantage some families.

#### **5. Agreement to pay**

Where a parent or guardian of a pupil has agreed with the School to pay for or contribute towards the cost of any activity under section 2 above, the governing body will regard this as a contractual arrangement between the parent or guardian and the school. The school will treat any failure by the parent or guardian to make any payments due under that contract as a breach of contract and the school will be entitled to seek legal redress accordingly. This legal redress will include, but not be restricted to, the school having the option to set off against any money owed to it in respect of any pupil any sums paid on behalf of that pupil for any other purpose.

#### **6. Voluntary Contributions**

Where the School believes that an activity will provide benefit for pupils but the full cost of that activity cannot come from normal school funding, parents will be asked for a voluntary contribution towards the cost of the activity. The governing body wants to reassure parents that children of parents who do not contribute will not be treated any differently, nor will places on trips be allocated dependent on voluntary contribution being made.

#### **7. Arrangements for monitoring and evaluation**

The governing body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

Agreed Autumn 2024  
Review Autumn 2026