



## Platt C.E Primary School

### **Charging and Remissions Policy**

Platt Primary School understands the requirement placed on school Governors with regard to charging for school activities and the Charging Policy is written with reference to the following documents:

- DES Circular 2/89
- Education Act 1996, sections 402,450 – 458, 460
- The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
- Charging for School Activities May 2018

#### **POLICY AIMS**

The aims of our Charging Policy are:

- To adhere to the right of free school education
- To enable all pupils to take full advantage of the enriched curriculum provided by the school
- To be inclusive and reflect the school values

#### **POLICY OBJECTIVES**

The objectives of our Charging Policy are:

- To ensure that activities offered in school time should be available to all pupils regardless of their parents' ability or willingness to meet the cost
- To identify those activities for which charges may be levied
- To determine which charges will be remitted for parents experiencing hardship
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school, either in or out of school hours
- To ensure that the responsibilities for the charging policy are clearly and appropriately allocated
- To ensure the regular review of the operation of the Charging Policy

#### **CHARGING**

Charging for Activities During School Hours (including residential trips)

## **The Governors of Platt Primary school agree that:**

- Where possible the cost of ingredients or materials will be taken from the School Voluntary Fund.
- A charge will be levied for the provision of peripatetic tuition to individual pupils by the organisation providing the tuition. This organisation may also be required to pay a rental charge for school use if profit making.
- With the exception of private extra curricula activities (sports clubs, after school offer, music lessons, specialist private therapies) all charges for activities during school hours are regarded as voluntary contributions. This must be made clear in all requests for money.
- The school retains the right to cancel any activity if insufficient funds are available.
- The Headteacher is responsible for deciding for which activities a voluntary contribution should be sought.

### **Musical Tuition**

- Charges will be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.
- Charges may not be made for musical tuition where the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.
- No charge may be made in respect of a pupil who is looked after by a local authority

### **Transport**

- The school will not charge for transport in connection with an educational visit.

### **Residential Trip Charges**

- A charge should be levied for the board, lodging and charged elements of an activity, where the school trip takes place mainly during school hours.
- This may not include charges for education that takes place during school hours or education that takes place out of school hours and is part of the national curriculum.
- The cost of necessary supply cover in school incurred as a result of the school trip being undertaken cannot be charged for.

### **Charges for individual pupils may not;**

- Exceed the cost of providing the 'optional extra' activity divided by the number of participating pupils (i.e. must not incur a profit).
- Include an unreasonable element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay.
- Include the cost of an alternative provision for other pupils who do not wish to participate, where a small part of the activity takes place in school hours.

On occasions, the Governors of Platt Primary School will not charge for activities where parents are experiencing hardship. Parents will be advised to contact the Headteacher. The Governors also delegate power to the Finance governors and Headteacher to determine any individual case arising from the implementation of the policy.

Based on DfE guidance May 2018

Updated 28/03/23 by RR and MP

Approved FGB 15/05/23

Next Review 05/24

The Headteacher will ensure that they inform parents on low incomes and in receipt of certain benefits of the support available to them when being asked for contributions towards the cost of school visits.

If a charge is to be made for an activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents.

## **VOLUNTARY CONTRIBUTIONS**

As from September 2023 we will also recommend voluntary contributions from parents of £45 for the first child and £30 for each subsequent child per year.

All funds received will be kept in the **School Enrichment account of the Governor's Fund** and used for enriching the curriculum. These funds can be used for activities that take place during school hours, equipment, and school funds generally.

Parents will be asked to pay their voluntary contributions to the Governors' Fund. This enables Gift Aid to be recovered by the Governors. The school may ask for a donation from this fund towards the cost of activities to enrich the curriculum.

### **We recognise that;**

- Such contributions are voluntary and no parent is under any obligation to make a contribution
- Pupils will not be treated differently if their parents have not made a contribution
- Parents will be informed of the level of contribution required. Parents will be advised in advance that if insufficient funds are received, the activity might not take place.
- Parents must not be made to feel pressure to pay voluntary contributions. Direct Debit forms and colour coded reminder letters will not be used.

This policy should be read in conjunction with the school's Equality and Diversity Policy