



Akaal  
Primary School

# Charging and Remissions Policy



**Reviewed by Trustees - January 2018**

**Date for Review – March 2020**

# Akaal Primary School: Charging and Remissions Policy

## 1. Introduction

The education provided by any maintained school or academy (including free schools) must be free and this includes material, equipment and any transport that is needed to take pupils from the school to the activity such as to the local swimming pool for swimming lessons. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However, under the charging provisions of the Education Act 1996, governing bodies may choose to charge for certain defined activities, but can only do this if they have first drawn up a statement of their charging and remissions policy. Without financial support the school may not be able to provide the additional educational experiences that we plan to provide for our children.

## 2. Our commitment

Akaal Primary School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities and to:

- participate fully in school curriculum;
- contribute to all aspects of school life; and
- be a valued partner in the process of education.

These objectives must be seen to inform educational activities, whether in or outside the school and are therefore integral to the process of charging for school activities and to the remission which is available to parents/guardians who are on low income. We aim to:

- make school activities accessible to all pupils regardless of family income;
- encourage and promote external activities which give added value to the curriculum;
- provide a process which allows activities to take place at a minimum cost to parents, pupils and the school; and
- respond to the wide variations in family income whilst not adding additional unexpected burdens to the school budget.

The development of a range of activities forms part of the school's forward planning process within the School Improvement Plan and is linked to the annual budget cycle with a particular emphasis on the identification of specific resources to support such activities. It includes a number of key factors:

- the value of certain activities in relation to age/needs of pupils;
- the cost of activity set against their educational value;
- how the activity will be paid for;
- the appropriate process for raising funding;
- an assessment of whether the educational aims can be met in any other way;
- an understanding of the various types of activities involved—for example, educational visits, music tuition,
- materials for practical work;
- an assessment of local facilities.

The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent economic difficulties which exist, when planning the programme of activities for each child.

# Akaal Primary School: Charging and Remissions Policy

## **3. Charges**

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

### **3.1 Residential Activities held during school hours**

Charges may be made for the board and lodging element of those residential activities which take place during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the Governing Body EXCEPT in the circumstances described at paragraph 8 below.

### **3.2 Music Instrumental or Vocal Tuition**

Charges will be made for any individual or group music tuition offered which takes place during the school day when it is provided at the parents' request.

### **3.3 Activities held outside school hours**

The school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences or the provision of before and after school care facilities, and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described at paragraph 8 below)

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as:

- i) the pupil's travel costs;
- ii) the pupil's board and lodging costs;
- iii) materials, books, instruments and other equipment;
- iv) non-teaching staff costs;
- v) entrance fees to museums, castles, theatres etc;
- vi) insurance costs;

## Akaal Primary School: Charging and Remissions Policy

vii) the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Any remission arrangements for such activities will be at the discretion of the Governing Body, EXCEPT in the circumstances described at paragraph 8 below.

### **4. Implementation**

Planning is essential to implementing the charging and remissions policy at Akaal Primary School which recognises equality of access. We will endeavour therefore to produce a programme of activities, based on a clear set of priorities identified by the school, and giving maximum notice to parents of any possible future charges or requests for voluntary contributions.

Members of staff arranging such activities will consider:

- the projected number of children participating
- cost per head
- entry fees
- discounts which may be available
- transport costs.

Such a process however, should not inhibit flexibility and the capacity of the school to take advantage of opportunities that arise during the course of the year. These will be implemented in a way which is consistent with the school's overall policy.

### **5. Voluntary contributions**

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any such invitation. If, however, a specific activity cannot be funded without voluntary contributions, this should be made clear to parents at the outset. If insufficient contributions are received, there may be occasions where the school has to cancel the visit.

When organising school trips or visits to enrich or extend the curriculum and the educational experience of the children, the school will usually invite parents or carers to make a voluntary contribution towards the cost.

Every effort will be made to keep the costs reasonable and when a charge is made this will be on the basis of actual costs incurred divided by the number of children attending.

### **6. Informing parents about activities**

A letter will be sent to parents giving them information about any proposed visit/activity which includes:

## Akaal Primary School: Charging and Remissions Policy

- details of the visit/activity
- dates and times
- expected dress code
- proposed voluntary contribution (if applicable)
- consent form which confirms agreement to the child taking part in the activity/visit, whether on or off site. The form should be signed by an adult with parental responsibility
- any other forms as applicable.
- a reasonable payment timeline
- the opportunity to pay any contribution in instalments.

### **7. Materials and Ingredients**

A charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product eg. cooking or design technology. Alternatively, parents may be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

### **8. Remission**

The governing body will remit in full the cost of musical instrument or vocal lessons, and the cost of the board and lodging for any residential activity the school organises for the pupil, if the activity takes place within school hours where parents are in receipt of:

- Universal Credit
- Income Support
- Child Tax Credits providing that Working Tax Credit is not also received and the family annual income (as assessed by the Inland Revenue) does not exceed £16,190 (2013/4);
- income based Job Seeker's Allowance,
- support under Part VI of the *Immigration and Asylum Act 1999*, or Child Tax Credit,
- or the Guarantee element of State Pension Credit,

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the School Governing Body. Any subsidy provided by the Governing Body will be met from the funds at its disposal.

### **9. Damages and breakages**

Akaal Primary School may ask parents and carers to pay for damage to school property or equipment where this is a result of a pupil's misbehaviour.

### **10. Review**

The School Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.

**Updated January 2018**

**For further guidance see DfE: *Charging for School Activities 2014***