



Akaal  
Primary School

# Charging and Remissions Policy



**Approved by Trustees**

**Approved by Staff**

**Date for Review**

# Akaal Primary School: Charging and Remissions Policy

## 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 of maintained schools 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.

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 students 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.

## Implementation

Planning is essential to developing a 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.

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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.

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.

### **Voluntary contributions**

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

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activity. No pupil will be excluded from a trip because of the parents' or carer's inability to pay. If, however, a specific activity cannot be funded without voluntary contributions there may be occasions where the school has to cancel the visit.

Staff will ensure that children in receipt of Free School Meals (FSM) are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of FSM. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

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.

### **Informing parents about activities**

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

- 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 the adult with parental responsibility
- any other forms as applicable.

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- a reasonable payment timeline
- the opportunity to pay any contribution in instalments.

### **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.