

# Warren Park Primary School



## Charging and Remissions Policy

<b>Reviewed by:</b>	FGB	<b>Responsibility:</b>	FGB
<b>Last Review:</b>	January 2023	<b>Next Review:</b>	January 2024
<b>Review Cycle:</b>	Annual	<b>Ratified by FGB:</b>	16 <sup>th</sup> January 2023
Chairperson's signature <i>J.P. Fish</i>			

This policy is based on advice from the Department of Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 in which the law on charging for school activities in maintained schools in England is set out.

### 1 Introduction

- All the education we provide during normal school hours is provided free of charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, however we do request a voluntary contribution towards school trips made during the school day which support teaching and learning.

### 2 Voluntary contributions

- When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may need to cancel a trip. If a trip goes ahead, it may include children whose parents or carers 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 and carers have a right to know how each trip is funded, and the school provides this information on request.
- The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:
  - visits to museums,
  - sporting activities which require transport expenses
  - visits to places in relation to curriculum topics;
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - visits to the school by companies to provide topic based workshops.

### **3 Residential visits**

- If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do charge to cover the costs of board and lodging and a voluntary contribution to the travel expenses, but do not charge for education during 'school hours'. If we cannot raise sufficient funding, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

### **4 Music tuition**

- All children study music as part of the normal school curriculum. We do not charge for this.
- There is no charge for individual or small-group music tuition, although this is an additional curriculum activity, and not part of the National Curriculum.

### **5 Swimming**

- The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this.

### **6 Football**

- The school offers additional football coaching after school. A coach, who may or may not be a member of the school staff, runs and organises these sessions. We do not make a charge for these sessions.

### **7 School minibus**

- We normally add a nominal charge to the cost of visits if children are transported in the minibus. However, we use this charge only to cover the expenses of the trip, and not to make a profit.
- We do not make a charge if children are transported in the mini-bus to an extra-curricular activity.

### **8 Charges for Activities**

- When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on the parents who can pay to support those who cannot pay. Additional support may be available at the Headteacher's discretion.
- The principles of best value will be applied when planning activities that incur costs to the school and / or charges to parents.

### **9 Damage to Property**

- Parents can be asked to pay for wilful damage to school property or the misuse of books and equipment.
- A charge will be made to replace lost reading books.

### **10 Reimbursements and Refunds**

- Voluntary contributions will be reimbursed if the child is no longer able to participate in the activity.

### **11 Monitoring and review**

- This policy is monitored by the governing body, and will be reviewed every two years, as necessary.