



Charging and Remissions Policy

Eastergate C.E. Primary School

**Adopted by the Full Governing Body
9th May 2018
Review Date: May 2021**



Purpose of the Policy

The purpose of this policy is to provide clear information about charging and voluntary contributions for Eastergate CE Primary school's activities.

Voluntary Contributions

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours. Eastergate CE Primary School follows the West Sussex policy for charging for school activities that mirrors the information given in the Department for Education's advice document published in November 2013

(<https://www.education.gov.uk/aboutdfe/advice/f00213976/school-charging>).

No compulsory charge will be made for any activity which takes place during school hours. Any contribution is entirely voluntary, and the pupils of parents who are unable or unwilling to contribute are not discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

Arrangements

All letters regarding contributions for school activities will make it clear that these are voluntary, and that children of parents who do not contribute will not be treated differently. If any parents have any financial difficulty (no child will be prevented from taking part) they will be invited to talk to the headteacher who will come to an agreed arrangement.

Residential trips

a) In School Hours

If a residential activity takes place largely during school time (50% or more of the whole time spent on the activity occurs within schools hours), it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel. However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging. Voluntary contributions (as above) will be requested.



Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Universal Credit in prescribed circumstances
- Income support
- Income-based Jobseeker's Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, (provided that the parent is not entitled to Working Tax Credit, and their annual Income, assessed by HMRC does not exceed £16,190 for the year 2013/14)
- Guaranteed element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

b) Outside School Hours

An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of school hours. In this case, and for a residential trip, this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision. Parents in receipt of the allowances identified above have the same entitlements.

Music Tuition

There will be no charge for musical tuition if the teaching is an essential part of either the National Curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. For other musical tuition, charges will be made for individuals or groups to play a musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at school. No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).

Clubs outside School Hours

We have two types of clubs that take place at Eastergate CE Primary School.

- I. Clubs and activities run by staff or parents that are free to all participants but we may ask for a voluntary contribution towards materials.
- II. Clubs and activities provided by external providers which do have a charge.



Swimming

The school organises swimming lessons for all children once during their time in KS2. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of this transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

Fundraising and Charity Events

During the school year we hold various charity or Friends of the Eastergate Fundraising events. Children are encouraged to do something or wear something for a small voluntary contribution. This is not compulsory and no child is excluded if they don't wish to contribute.

Damage/Loss to Property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Other Charges

The headteacher, Finance & Premises Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying.

Refund of Monies

In the event of the cancellation of an activity by the school, we will refund all monies in full, unless the same activity is to be re-arranged for another date.

In the event of a decision by a parent/carer to reverse their consent and financial commitment to any activity, the school will refund voluntary contributions at 50% for notice periods that exceed 15 clear school days before the activity (excludes day of notification and day of activity). No refunds will be given for notice less than this 15 school day period.

In the event of a decision by a parent/carer to reverse their consent and financial commitment to any activity, no refunds will be given.



In the event of a decision by a parent/carer to reverse their consent and financial commitment to a residential activity, the school will adopt the refund policy as stipulated by the operator for that trip.

Refunds for external provisions are not a school matter.

Insurance

Parents are reminded that West Sussex County Council offer a Pupil Personal Accident Insurance scheme for parents. Further information regarding this can be obtained via:

West Sussex County Council Legal Services,
County Hall,
Chichester,
PO19 1RQ.

Delegation

The headteacher is responsible for implementing the policy and dealing with individual circumstances raised by parents/carers.

Monitoring and Review of Policy

The Governing Body will review this policy every 3 years, and as necessary due to any changes in legislation.