

Charges and Remissions Policy

School Year 2020/21

The governing body determines this policy taking account of statutory requirements and good practice guidance.

The purposes of this policy are to:

- i) clarify the difference between charges and seeking voluntary contributions;
- ii) specify circumstances under which charges for “optional extras” may be levied;
- iii) specify the circumstances in and extent to which remissions are made.

The governing body cannot and does not **charge** for:

- education provided during normal school hours (including the supply of materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum or of religious education; or
- musical instrument tuition that is required as part of the National Curriculum.

1. Charges and Voluntary Contributions

There is a difference between levying a charge and asking parents for voluntary contributions. The making of voluntary contributions enables the school to make a wider range of provision for pupils than it would be able to without them.

The law does not prevent the school from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. It must also be made clear to parents that there is no obligation to make any contribution.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay; in such circumstances, the child will still be given an equal chance to participate.

If insufficient voluntary contributions are raised to fund a visit or activity, it will be cancelled and this too must be made clear to parents.

2. Free School Meals awards / Pupil Premium Grant allocations

In cases where children are in receipt of Free School Meals (apart from those who are currently universally entitled to a funded meal in Years R, 1 and 2), remissions against charges and / or the amount of voluntary contribution sought are specified in this policy. For many, but not all, of these children the school will receive an allocation of Pupil Premium Grant funding.

In cases where the school has received an allocation of Pupil Premium Grant funding, remissions against charges and / or the amount of voluntary contribution sought are also specified in this policy. Many, but not all, of these children may be in receipt of Free School Meals.

3. Free School Meals

Every child whose parent has applied for and been awarded Free School Meals will be provided with a free hot or sandwich lunch from the date on which the award is made until the end date.

Children in Key Stage 2 for whom the school is in receipt of Pupil Premium Funding, but who have not been awarded Free School Meals, will be charged for school lunches.

Free School Meals awards are available to parents and carers who are in receipt of specific benefits. Details and application forms are reviewed regularly, and are available from the school office or from the Local Authority's website.

4. Free milk and fruit

The school operates a scheme where milk is provided at a subsidised rate and provides free milk for all children under five. Upon request from parents and carers, a daily carton of milk will continue to be provided after the age of five without charge in cases where children are in receipt of Free School Meals.

As our school participates in the National School Fruit Scheme, all children in Years R, 1 and 2 are provided with a piece of fruit daily without charge. This scheme is not available for children in Years 3 to 6.

5. School uniform

The school operates a voucher scheme in co-operation with a local supplier, through which parents and carers of children in receipt of Free School Meals or Pupil Premium Grant funding can buy badged items of new school uniform at a reduction of 50%.

6. Educational trips, visits and visitors

Charges are not levied for trips, visits or visitors related to the National Curriculum taking place during the school day, although if more than half of a visit takes place outside school hours the whole visit is chargeable as an optional extra.

Voluntary contributions are almost always requested to meet the costs of such trips, visits and visitors, with the school subsidising those whose parents do not pay.

Parents are asked to make a contribution of 50% towards the cost of trips, visits and visitors if:

- an allocation of funding in respect of their child through the Pupil Premium Grant has been made to the school; or
- their child is in receipt of Free School Meals.

Parents and carers have a right to know how each trip or visit is funded; the school will provide this information on request.

7. Year 6 annual residential visit

As more than half of the visit takes place outside school hours, the whole visit is chargeable as an optional extra. A charge is levied to parents to cover all costs incurred, which does not exceed the actual cost. No charge is made towards the costs of school staff.

There is 50% remission of this charge for parents and carers if:

- an allocation of funding in respect of their child through the Pupil Premium Grant has been made to the school; or
- their child is in receipt of Free School Meals

In exceptional circumstances, the headteacher has the discretion to part or fully subsidise the costs of such a visit in order to prevent a child being unable to participate.

8. School swimming lessons

No charge is made for the minimum level of instruction, life guarding or pool hire. However, as we provide a very high level of additional instruction and transport to and from the pool, voluntary contributions are sought from parents.

No voluntary contribution is sought from parents and carers if:

- an allocation of funding in respect of their child through the Pupil Premium Grant has been made to the school; or
- their child is in receipt of Free School Meals.

9. Cycling proficiency training

No charge is made for instruction and assessment. However, as we would otherwise be unable to provide this service, voluntary contributions are sought from parents.

There is 50% remission of this charge for parents and carers if:

- an allocation of funding in respect of their child through the Pupil Premium Grant has been made to the school; or
- their child is in receipt of Free School Meals.

10. Instrumental music tuition

Standard arrangements are in place for parents to be charged to cover costs if they request for their child to receive instrumental teaching in a small group or to have individual lessons with a specialist teacher.

50% remission of this charge is made for parents and carers if:

- an allocation of funding in respect of their child through the Pupil Premium Grant has been made to the school; or
- their child is in receipt of Free School Meals.

In exceptional circumstances the headteacher has the discretion to part or temporarily fund such lessons.

No charges are made for instrumental music lessons as part of the school's curriculum.

11. Materials and equipment

Although we make every attempt to cover the costs of all materials and equipment used as part of the curriculum, we can make a charge in the following circumstances: for materials / ingredients used if a child is to take the product home; for equipment that parents or carers wish a child to own.

Remission of this charge may be made in some, but not all, of the instances that may arise. The school will make such decisions on a case by case basis. Where remissions are made, it will be in cases where:

- an allocation of funding in respect of a child through the Pupil Premium Grant has been made to the school; or
- a child is in receipt of Free School Meals.

12. School clubs and enrichment activities

The school organises a range of clubs and enrichment activities after school or during lunchtimes as an optional extra, in order to offer a wider range of experiences to children. Most of these are run by school staff, and for most there is no charge. However, in some instances a charge is made to cover costs incurred, for example in paying an external coach or in providing materials.

There is 50% remission of this charge for parents and carers if:

- an allocation of funding in respect of the child through the Pupil Premium Grant has been made to the school; or
- the child is in receipt of Free School Meals.

13. School Book Fair vouchers

The school occasionally organises a Book Fair, from which children and their families can make purchases.

The school may subsidise the cost of one book per child, per bookfair where:

- an allocation of funding for the child through the Pupil Premium Grant has been made to the school; or
- the child is in receipt of Free School Meals.

14. Breakages / damage to property

The school may ask parents or carers to pay for damage to school property or equipment where this is a result of a child's misbehaviour.

15. Other charges and remissions

Other chargeable matters, such as the hire of school premises and use of equipment by staff and others for non-school related purposes, are dealt with in other school policies.

16. Appeals

Any appeals against this policy will take place through the governors' complaints procedure.

REMISSIONS AGAINST CHARGES OR VOLUNTARY CONTRIBUTIONS
PERCENTAGE SUBSIDISED BY THE SCHOOL THROUGH DFE FUNDING

	FSM	PPG	Families not in receipt of either FSM or PPG
Trips & Visits/Visitors	50%	50%	0%
Clubs/Enrichment Activities	50%	50%	0%
Swimming (Y5/6)	100%	100%	0%
Cycling Proficiency Training (Y5)	50%	50%	0%
FSM	100%	0%	0%
Milk	100%	0%	0%
Residential Visit (Y6)	50%	50%	0%
Book Fair	1 book per Bookfair	1 book per Bookfair	0
Uniform Subsidy	50%	50%	0%
Music Tuition	50%	50%	0%