



# **Cam Hopton Church of England Primary School (Voluntary Aided)**

## **Charging & Remissions Policy**

*'Life in all its fullness'*

### **Document History**

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This policy is to be reviewed in line with other related policies and any other documentation from the DfE, Ofsted and Gloucestershire Diocese.

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## INTRODUCTION

The purpose of this policy is to document the School's approach to charging parents/carers for activities organised by the School. The policy is aligned to the current guidance set out by the Department for Education (October 2014).

The key points of the policy are:

1. Chargeable activities. The School does not charge for any activity undertaken as part of the National Curriculum, as all education during school hours is free. However, there are some circumstances where a charge can and will be made.
2. Voluntary Contributions. The School may ask parents/carers for voluntary contributions towards the costs of some activities. No pupil will be treated differently according to whether, or how, much their parents/carers have contributed.
3. Remissions. There is support available for parents/carers who are experiencing financial hardship, including those who are in receipt of certain Government benefits.

A copy of this policy will be made available to parents/carers on request, and a copy is included on the school's website.

A flowchart showing Chargeable and Non Chargeable costs can be found attached (Appendix A).

## CHARGEABLE ACTIVITIES

The School will charge for:-

- Any materials, books, instruments or equipment where the child's parent/carer wishes the child to own them.
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see below)
- Community facilities (e.g lettings )

### Optional Extras

Optional extras are:

- education that is provided outside of school time that is not:  
part of the National Curriculum; part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; part of religious education
- transport for non-educational activities
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (e.g. breakfast/after school clubs)

In calculating the cost of optional extras, an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- the cost of buildings and accommodation
- non-teaching staff
- teaching staff employed specifically to provide the optional extra

- the cost for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of children participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and their willingness to meet the charges. Parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made.

#### Music and vocal tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

Charges will be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. The charge will not exceed the cost of the provision, including the cost of the staff who provide the tuition.

## **VOLUNTARY CONTRIBUTIONS**

The School may ask parents/carers for voluntary contributions for the benefit of the school or any school activities. For example, the School may ask parents/carers for voluntary contributions towards the cost of:

- any activity which takes place during school hours,
- school equipment
- school funds generally

When the School organises visits/events/activities which enrich the curriculum and educational experience of the children, the School may invite parents/carers to make a contribution towards the cost of the visit/event/activity, transport and administration. Examples of such activities are: -

- Visits to museums, theatres, etc
- Visits from other organisations for theme days
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Musical events
- Curriculum workshops

This list is not exhaustive.

All contributions are voluntary and the School will make it clear to parents/carers at the outset that there is no obligation to make a contribution.

If the activity cannot be funded without voluntary contributions, the School will make this clear to parents/carers, and if insufficient contributions are raised to fund the activity then it may be cancelled.

If a parent/carer is unable or unwilling to pay a voluntary contribution, their child/ren will still participate fully in the visit/event/activity if it continues to take place. The School does not treat children whose

parents/carers have not paid a contribution any differently from other children whose parents/carers have contributed. The School will not make parents/carers feel pressurised into paying as it is voluntary and not compulsory.

## **REMISSIONS**

If a family is experiencing financial hardship, parents/carers may apply in confidence to the Headteacher for the remission of a charge in part or in full. All remissions must be authorised by the Headteacher.

Parents/carers who can prove they are in receipt of certain Government benefits can apply to the School for exemption from paying the costs for board and lodgings for residential trips (as detailed below in the Residential Visits section).

The costs involved in the remission of the board and lodgings are to be paid from the School budget.

## **ADDITIONAL INFORMATION**

### **SWIMMING**

The School organises swimming lessons for all children from Year 1 to Year 6. The lessons take place in school time and are part of the National Curriculum. The costs of swimming teachers and lifeguards are met by the School's budget. However, the School invites parents to make a voluntary contribution towards the costs of the transport, pool hire/admission fees and administration.

### **RESIDENTIAL VISITS**

The School may organise residential visits, which may take place largely during school time. There are three elements to the costs of these trips:

1. The cost of board and lodgings, which will be charged to parents
2. The cost of the transport and educational activity elements of the residential visit which will be requested by voluntary contributions from parents
3. The cost of board and lodgings for additional adults deemed necessary to attend the visit

When the School informs parents about a forthcoming residential visit, it will make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the board and lodging:

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Jobseekers' Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received
- The guarantee element of State Pension Credit
- An income related Employment & Support Allowance that was introduced on 27 October 2008

### **CLUBS**

Some clubs are run by staff and volunteers out of school hours and there may be a charge to cover costs of materials, equipment, etc.

Some clubs are run out of school hours by outside organisations. Parents/carers enter into an agreement with the organisation and fees are paid directly to that organisation and not the School.

### **DAMAGE/LOSS TO PROPERTY**

Parents/carers will be asked to pay the full cost, or a reasonable amount towards the cost, of replacing/repairing broken or damaged furniture, fittings, or equipment when this is the result of poor pupil behaviour. The School will also make a charge to replace any lost books or equipment that is on loan to a pupil.

### **REFUNDS**

The School is unable to refund charges and contributions that have been made if the payment received has already been committed to the viability of the running of the visit/event/activity. A refund may be available in exceptional circumstances and any refund requests should be made to the Headteacher for consideration.

### **REVIEW**

This policy will be reviewed annually. It may also be reviewed in line with any Government directives.

Cam Hopton CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school aims to serve the community by providing high quality education and promoting Christian Values.

## APPENDIX A

### CHARGING & REMISSIONS POLICY

