



Elizabeth Woodville
Primary School

Charging and Remissions Policy

Status:	Statutory
Designated Committee:	Finance
Date Approved:	March 2023

Striving for Excellence ~~~

1 Introduction

- 1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum.

2 Voluntary contributions

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2 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, the child is always able to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school provides this information on request.
- 2.3 'Optional Extras' are activities organised by the school, for which we ask for voluntary contributions from parents. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity and will be divided equally by the number of pupils 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.

3 Residential visits

- 3.1 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 not make any charge for the education. However, we do suggest a charge to cover the costs of board, lodging and travel expenses, although parents who receive state benefits are exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

When the school informs parents about a forthcoming visit, it is made clear that parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodgings. (See section 9, remissions for details.) If parents are experiencing financial difficulty they are invited to write in confidence to the headteacher.

4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or small-group music tuition, which is provided at the request of the pupil's parent. This is an additional curriculum activity, and not part of the National Curriculum and these individual or small-group lessons are taught by peripatetic music teachers. If parents are experiencing financial difficulty, they are invited to write in confidence to the headteacher. We give parents information about additional music tuition at the start of each academic year.

No charge is made in respect of a pupil who is looked after by a local authority, in accordance with the Children Act 1989.

5 Swimming

- 5.1 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 activity, but we do ask for a voluntary contribution from parents to cover the cost of transport to and from the pool, provision of a lifeguard/specialist teacher and hire of the pool itself. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

6 Activities not run by the School

- 6.1 When an organisation acting independently of the school arranges an activity to take place during school hours and parents want their children to join the activity, such an organisation may charge parents.

7 Charging in Kind

- 7.1 The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards (e.g. Design and Technology projects).

8 Transport

- 8.1 No charge is made for transport relating to the national curriculum or an educational visit, but parents may be invited to provide a voluntary contribution.
- 8.2 We normally charge if children are transported by minibus or coach to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip, and not to make a profit.

9 Remissions

- 9.1 There is a fund available at school at the discretion of the governing body through which parents can apply for and receive financial support for a range of school and extracurricular activities. This is communicated to eligible parents in accordance with the following criteria.

Parents in receipt of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit
- Universal Credit in prescribed circumstances

10 Monitoring and review

- 10.1 This policy is monitored by the governing body, and will be reviewed every two years or earlier if necessary.