



# Yalding St Peter and St Paul Primary School

## Charges and Remissions Policy

### Introduction

The Headteacher and Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

### Statement:

The policy complies with the requirements of the Education Act 1996.

Where 'parent' is referred to this will include adults with a responsibility for the pupil.

We aim:-

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum and a child's development
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget

### Legislation – Educational During School Hours

The DfE in its guidance to School Governors states that "education provided during school hours must be free. The definition of "education" includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity." It goes on to advise that "although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions".

When additional costs are incurred by Yalding St Peter and St Paul Primary School to enhance curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

### **Education Outside School Hours**

The DfE in its guidance to School Governors states that “Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as “optional extras”.

### **Remissions**

To ensure that access to activities reflects intentions, Yalding St Peter and St Paul Primary School will implement this Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Headteacher will consider applications from parents, in confidence, for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher.

### **Data Protection of pupils and families**

The school will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

### **Contributions**

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

**If sufficient contributions are not received though the activity may be cancelled.**

### **Charges**

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day (i.e. residential visits)
- After school and pre-school clubs
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.
- Damage to school property - parents will be charged for the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.
- If parents require the school to provide fruit beyond the year groups where it is provided free under the government scheme, a charge will be made to cover the cost.
- Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The school may charge for, at cost or less, or require the supply of, ingredients and materials .
- Parents will be expected to replace or pay for the cost of lost items of School property.
- Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 10p per sheet and 20p for any colour printing.
- Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent will be charged at an agreed rate by the Head Teacher. This rate will include a cost for staff time to sort and collate the relevant information (not less than £20 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.