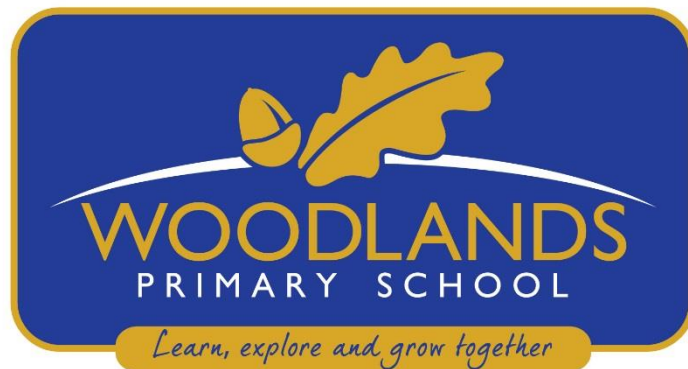


Woodlands Primary School

Charging and Remissions Policy



Written by	Claire Gillick
Ratified by Governors	May 2022
Date for Review	May 2025
Signed – Chair of Governors	
Signed – Headteacher	
Is this an internal or external policy?	External
Is this based on a model policy?	No

This policy has been impact assessed by Claire Gillick in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Status Statutory

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.45 am – 3.15 pm.

What was consulted?

The policy has been informed by 'Charging for School Activities' May 2018 and the Charges for Music Tuition (England) Regulations 2007

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

Roles and responsibilities of Headteacher, other staff, governors

The **Headteacher** will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of pupils to play a musical instrument or vocal music tuition unless this is funded by the key stage 2 Instrumental and Vocal Tuition Programme.

Voluntary contributions may be sought for activities during the school day which entail additional costs, although these will be kept to a minimum and wherever possible be budgeted for from the main school budget.

In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are received.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day charges will be made where the activity is not part of the National Curriculum. Where such activities are arranged parents will be told how the charges were calculated.

Optional activities outside of the school day

Charges will be made for extra activities provided outside of the school day, for example sports clubs run by external organisations. Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus.

Residential Visits

Charges will be made for board and lodging, except for pupils whose parents are in receipt of prescribed benefits and are entitled to Free School Meals; a reduced rate of 50% will be charged for the total cost of the trip:

- 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 (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Voluntary Contributions will be asked for to cover the cost of the train or coach travel and other activities during the trip.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through the school budget.

Parents who would qualify for support are: those who are in receipt of prescribed benefits and are entitled to Free School Meals:

- 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 (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Remissions

The school offers 50% reduction for all school trips including residential visits for all pupil's accessing pupil premium funding. Further support will be considered by the Headteacher on a case-by-case basis for any families in hardship.

School trip refunds

All initial deposits for school trips will be non-refundable; parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to unforeseen circumstances, parental contributions will be refunded.

In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents, taking into account the cost to the school, including alternative provision cost.

In the event that a parent/carer cancels the pupil's place on a trip, a refund will be considered depending on the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

In the event that a pupil cannot attend a trip at the last minute, e.g., due to illness, it is at the Headteacher's discretion as to whether a refund is given, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the Headteacher's discretion as to what happens with the parental contributions for the trip. The Headteacher will consider carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account.

In the event of the school dealing with cancellations and refunds on a case-by-case basis, pupils and their families will be treated equally.

Arrangements for monitoring and evaluation

The Finance Team will monitor the impact of this policy by receiving, on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

DOCUMENT HISTORY	
Date	Summary of Changes
25 April 2022	Updated front and last sheet Highlighted one line to review
10 January 2023	Applying remissions added