

# Charging & Remissions Policy

The Willows Primary School

The Charging Policy informs staff and parents about charging for school activities. It conforms to the requirements of the guidance detailed in 'The Governors Handbook – January 2015', Section 7.5 (Charging for Schools Activities) and in DfE guidance document 'Charging for school activities' last updated October 2014.

In accordance with these guidelines The Willows Primary School **cannot** charge for:

- an admission application;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

The Willows and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances;
- certain early years provision (see Prospectus).

### **Optional extras**

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- education 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; or part of religious education.

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore 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 a willingness to meet the charges. **Parental agreement** is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made and letters will always be sent out requesting agreement.

### **Voluntary Contribution to non-residential visits**

The Willows is committed to providing enrichment activities and considers Learning Outside the Classroom to be a priority and as such will offer a range of educational visits during school time.

The Willows will ask for voluntary contributions towards all such educational trips and workshops. If the activity cannot be funded without voluntary contributions, the Governors or Headteacher will make this clear to parents at the outset.

Contributions are voluntary and if a parent cannot make or refuses to make a contribution, their children will not be treated any differently and will not be excluded from taking part in any activity.

If sufficient contributions are not made for any individual trip, The Willows reserves the right to cancel the trip. A letter will be sent by the class teacher indicating the amount that the trip will cost divided by the amount of pupils attending and the amount will be added to Parent Pay as an 'offer'.

Any amount may be contributed.

Up to two text messages will be sent to remind parents of the importance of contributions.

## **Residential Visits in Years 3, 4, 5 & 6 – Remissions Policy**

Schools **can** charge for board and lodging on visits including overnight stays.

If a parent is able to provide proof that they are in receipt of the following benefits then an 80% remission is available of the cost of the visit:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Universal Credit in Prescribed Circumstances;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
  - the guarantee element of State Pension Credit;
  - an income related employment and support allowance that was introduced on 27 October 2008.

### **Other Charges**

- The School may permit organisations to charge parents, where such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents choose for their children to join in the activity.
- Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children (e.g. £5 to replace a lost or damaged reading diary/book).
- There is currently no charge for swimming and parents will be informed of their year group's arrangements.