DOWNSVIEW PRIMARY SHOOL

CHARGING AND REMISSIONS POLICY

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CHARGING AND REMISSIONS POLICY

AIMS

The purpose of this policy is to provide guidance parents/carers and staff on charging and remissions for school activities and school visits, which confirm to which conform to the requirements of both propriety, good financial management and statutory guidance at the time of publication.

GUIDANCE

This policy complies with the principles of financial control outlined in the Department for Educations document: Charging for School Activities Reference DFE-00244-2013 (May 2018): https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

RELATED DOCUMENTS

School's Finance Policy and Procedures

APPENDICES

1 Appendix 1: Request for Financial Aid Application Form

CHARGING AND REMISSIONS POLICY

1. INTRODUCTION

The Head Teacher and Governing Board recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The school aims to promote and provide such experiences for the pupils, both as part of a broad and balanced curriculum and through 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 sets 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 participate.

2. GENERAL PRINICPLES

No charge shall be made for:

- An admission application to the school
- Education provided during school hours (including the supply of materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the national curriculum or part of religious education;
- Instrumental or vocal tuition, unless the tuition is provided at the request of the pupil's parent

3. CHARGES

The Governing Board **can** charge for the activities and items detailed below:

Activity	Policy
'Optional extras' as defined by the Education Reform Act 1988	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 include: ▪ Education provided outside of school time that is not part of the national curriculum or part of religious education. ▪ Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/Governing Board 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 and after-school club,). ▪ Out of school extra-curricular clubs In calculating the cost of optional extras an amount may be included in relation to: ▪ Materials, books, instruments, or equipment provided in connection with the optional extra ▪ The cost of buildings and accommodation ▪ Non-teaching staff costs ▪ Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Charges made will not exceed the actual cost of providing the optional extra activity.
Music Tuition (vocal and instrumental)	Music tuition, provided for an individual pupil or for groups of pupils, if it is not required for the National Curriculum. No charge may be made in respect of a pupil who is looked after by a local authority, (within the meaning of section 22(l) of the Children Act 1989).
Breakages/damages to school buildings,	Wilful damage to school buildings or property by a pupil may be charged to parents by the school for the cost of replacing any item; for example, a broken window or defaced, damaged

furniture or property	or lost book, where this is a result of a pupil's behaviour.
Ingredients/Materials and equipment	Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The Governing Board may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to take home the finished product.
Lost school equipment	Parents will be expected to replace or pay for the cost of lost items of school property, such as lost reading books.
Early Years Provision	A charge will be made for early year's provision outside of the provisions of the Education (Charges for Early Years Provision) Regulations 2012 and for Nursery children having a school meal.
Extended School Day Provision	A charge will be made for attendance at the Breakfast and After School Club in accordance with the charging structure published in the Extended Schools Policy.
Offsite school visits and visiting professionals	The school may ask for voluntary contributions towards offsite school visits and visits to the school by professionals, e.g. authors, storytellers, musicians, artists etc. A child will not be excluded from taking part in an activity because his/her parents are unwilling or unable to pay; however, the school reserves the right to cancel the activity if insufficient funds are available.
Residential Trips	Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision. This cost may include travel costs, board and lodging, educational materials, non-teaching staff costs and the costs of hiring teaching or instructional staff who have been engaged specifically for the purpose of providing the activity and insurance costs. See Remissions Policy below.

4. VOLUNTARY 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, 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 the activity may be cancelled.

5. REMISSIONS

Residential Journeys: Where the parents of a pupil are in receipt of state benefits, which would entitle their child to receive free school meals the Governing Board will remit the majority of the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours). This will be made clear in all correspondence in relation to these activities. After September 2026 there will be a 2 tier Free School Meal system:
o **Tier 1:** Pupils in households with income below £7,400 (plus Universal Credit). These children receive **both** FSM and attract Pupil Premium funding.
o **Tier 2:** Pupils in households receiving Universal Credit but earning above £7,400. These children receive **only** FSM, not Pupil Premium
Pupil in both Tier 1 and Tier 2 will be entitled to the remission of board and lodging for residential trips.

Other Circumstances: In other circumstances, the Governing Board invites parents to apply in confidence to the Headteacher for the remission of charges in part or full and requests will be considered on an individual basis.

6. REQUESTS FOR FINANCIAL SUPPORT

Requests for financial support for Residential Journeys should be made, in writing, to the Headteacher using the Request for Financial Support form in **Appendix 1**. All other requests for financial support should be made, in writing, to the Headteacher. All such requests will be kept in the strictest confidence. Parents/carers may be required to provide evidence in support of their request. Should a parent/carer be unhappy with the response from the Head Teacher they can write to the Chair of Governors c/o Downsview Primary and Nursery School, stating their concern.
The Governing Board may, from time to time, amend the categories of activity for which a charge may be made.

APPENDIX 1

Downsview Primary & Nursery School

Request for Financial Support

Child's Name: _____ **Year Group:** _____

Activity for which a request is being made: _____

Date of Activity: _____

Please provide details of the reasons for making your request in the box below:

Does the parent/carer with whom the child normally resides receive any of the following benefits:

Eligible qualifying benefits and groups include pupils in receipt of Targeted Free School Meals:

- Universal Credit (regardless of annual net income)
- Support under Part VI of the Immigration and Asylum Act 1999
- Income-related Employment and Support Allowance (ESA)
- The guaranteed element of Pension Credit
- Has no recourse to public funds, subject to specific maximum regional household income thresholds

Where a pupil becomes newly eligible for FSM after their parent/carer has already paid for board and lodging on a residential visit, we will refund the amount paid provided their child's entitlement is in effect before the visit takes place.

If yes, please provide supporting evidence of eligibility.

Details of Parent/carer in receipt of benefit:

Title _____ First Name: _____ Surname: _____

Address: _____

Signed: _____ Date: _____