



# **Delves Lane Primary School**

## **Charging and Remissions Policy**

Reviewed at the Finance committee on 15<sup>th</sup> November 2018.

### **Introduction and Philosophy**

#### **Statement**

The policy complies with the requirements of the Education Act 1996. Where “parents” 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
- To provide a process which allows activities to take place at a reduced 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

#### **Status**

#### **Statutory**

#### **Legislation – Education 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 in cash or kind.

When additional costs are incurred by Delves Lane Primary School to enhance the 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 to school governors**

The DfE in its guidance to school governors states that "Parents can only be charged for activities than 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, Delves Lane Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that Delves Lane Primary School is able to offer them and is based upon 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 makes it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

## **Data protection of pupils and families**

Teachers 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 or event, 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 the activity or event may be cancelled.

## **Roles and responsibilities of Head Teacher, other staff, governors**

The Head Teacher, staff and Governors will ensure that the following applies:

1. No **charges** will be made for:
  - Education provided during school hours (including the supply of any materials, books instruments or other instruments)
  - Tuition for pupils learning to play musical instruments or singing, if the tuition is part of the National Curriculum.
  - Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
  - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
  - Transport provided in connection with an educational trip (e.g. swimming).

## **2. Activities for which charges will be made:**

The governing body reserves the right to make a charge for the activities and items as detailed below:

- Trips (which are not part of the school curriculum or are outside the school day (i.e. residential))
- Breakfast club
- After school clubs 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.
- Damage to school property – the cost of replacing an 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. storytellers, authors, musicians, dancers, artists etc.
- School Fairs
- School events, discos
- Water bottles
- Resale of uniform
- Damages to reading books will be charged at the value of the cost of the publication.

### **Individual Music Tuition**

- Charges may be made to parents for individual tuition in playing any musical instruments, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

### **Ingredients or materials for practical subjects**

- Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as technology. The Governing Body may charge for, at cost or less, or require the supply of ingredients and materials if parents have indicated in advance, their wish to own the finished product.

### **Lost school equipment, Books etc.**

- Parents will be expected to replace or pay the cost of lost items of school property.

### **Breakages and damage to school buildings, furniture or property**

- Parents will be charged for damage caused as a result of a pupil's behaviour.

### **Swimming**

- The school organises swimming lessons for all children from Year 3 to Year 6. These lessons take place in school time and are part of the National Curriculum. No charge is applied for this activity. Parents are informed in writing when these lessons are to take place.

### **Charity / Fundraising**

- School may choose to take part in a fund raising event such as Children in Need – in this instance parents can choose whether to make a contribution towards the charity. This may

include face painting charges or dressing in pyjamas for example. The money raised from these events will be passed on directly to the charity involved.

### **Bank charges**

- Any charges made to the school's bank account in respect of returned cheques will be returned to the person who issued the cheque.

### **Photocopying**

- 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 per sheet for colour copies.

### **Private Fees**

- Any report or date that is requested on a child for the purpose of a third party private assessment, requested by a parent (e.g. mid-year pupil progress report for solicitors, private solicitors, private psychologist reports or solicitors reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-Chair of Governors. This rate will include a cost for staff time to arrange and collate the relevant information as well as photocopying charges (see above) plus postage.
- Where the Head Teacher or Senior member of staff is asked to be a signatory for a passport application, staff may ask for a donation towards the school's private funds.

The governing body may, from time to time amend the categories of activity for which charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

### **Exceptional Circumstances**

The Head Teacher and Governing body may decide that charges we would normally receive may be waived or reduced under exceptional circumstances.

Any such decision would be at the discretion of the Head Teacher and or designated officer and each case will be considered individually.

### **Arrangements for monitoring and evaluation**

The finance committee of the governing body will monitor the impact of this policy by receiving a yearly 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. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.