



GRAYSWOOD PRIMARY SCHOOL  
Church of England (Aided)

# Charging and Remissions Policy

Policy Schedule	
Written	Summer 2022
Reviewed	Spring 2023
Ratified by Governing Body	Spring 2023
Next Review	Spring 2024

## Version History

Date	Section	Changes made	Changes made by
23/3/2023	School meals	Removed reference to payment by Monday every week to payments made in advance	Jackie Simpson

## Introduction

At Grayswood C of E Primary School, the governors recognise the valuable contribution that a wide range of additional activities, such as clubs, educational visits and residential experiences, make towards pupils' education. We aim to promote such activities both as part of a rich and balanced curriculum for the pupils of the school and as additional optional activities. The aim of the policy is to ensure that there is clarity over those items which Grayswood C of E Primary School will provide free of charge and those items for which there may be a charge.

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996 sections 449-462 which set out the law on charging for school activities in England.

Grayswood C of E Primary School believes that all children should have an equal opportunity to benefit from activities and visits, independent of their parent/carer's financial means.

## Definitions

**Charge:** a fee payable for specifically defined activities

**Remission:** the cancellation of a charge which would normally be payable

The Governing Body has overall responsibility for approving the charging and remissions policy and monitoring the implementation of the policy.

The Head teacher is responsible for ensuring that staff are familiar with the policy and that it is applied consistently. Where necessary, the Head teacher will ensure that appropriate training in relation to the policy is provided.

Staff are responsible for implementing the policy consistently and notifying the Head teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

Parents/carers are expected to notify the Head teacher of any concerns or queries regarding this policy.

## Grayswood C of E Primary School will not charge for:

Education provided wholly or mainly during school hours- this does not include the lunch break. However, the governors reserve the right to make a charge for the activities and items detailed below.

## Grayswood C of E Primary School can charge for:

### Residential visits

- The board and lodging element of approved residential activities

### Extended School Activities outside school hours

- The cost to each pupil of all approved activities taking place outside school hours.

### Materials or ingredients

- Materials, ingredients or equipment for subjects such as design and technology, science, art and craft, if the parents have indicated in advance that they wish to own the finished product. **Alternatively**, where appropriate, parents may be invited to provide the materials or ingredients themselves.

### **Damage to school property**

- Parents are expected to replace, or pay for, any items of school property, which are lost or damaged due to the wilful or negligent action of their children.

### **Individual instrumental tuition**

- Please note: the cost to each pupil of any instrumental tuition provided by external music services on site is charged by the relevant provider with whom parents must make their own arrangements.

### **Swimming**

- The cost of swimming instruction and transport will be requested from parents. The cost may vary according to charges made and the number of pupils going swimming.

### **Photocopying**

- Personal photocopying will be at the discretion of the Headteacher. A nominal charge of 15p per black and white copy.

### **Cycling**

- A charge is made for the teaching of cycling skills. This is delivered by the Bikeability and parents are informed of payment.

### **School Meals**

- Dinner money is payable in advance for meals. Parents will be informed of any increases in the cost of school meals.

### **Lettings**

- Hire of the premises

### **School Uniform**

- Parents can purchase school uniform online directly from the supplier.

### **Freedom of information requests**

- Photocopying/printing @ 15p per sheet (black and white)
- Postage – actual cost
- Statutory Fees – In accordance with FOI act

The governing body may, from time to time, amend (in line with the Law) the categories of activity for which a charge may be made.

### **Voluntary contributions**

Nothing in this policy statement precludes the governors from inviting parents to make a **voluntary** contribution towards the cost of additional activities that take place **in school time**. School budgets are limited and some activities simply cannot be funded from our restricted resources. These activities are organised as economically as possible and the chargeable costs divided on a 'per pupil' basis. Parents will be advised if the viability of an activity depends upon sufficient voluntary contributions being forthcoming. However, once an activity has been deemed viable, no qualifying child is excluded on the grounds of non-payment of voluntary contributions. If such an activity has to be cancelled, any voluntary contributions already received will be returned to the donating parents, minus the per pupil costs already incurred.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as "optional extras". This list is not exhaustive:

- Outdoor adventure activities
- Day visits to theatre/museums etc
- Events in school i.e. theatre groups
- Musical events

Arts and Crafts - Parents are asked to make an annual voluntary contribution to the school

fund to support the purchase of expensive art and craft materials. These contributions can be made on a termly basis or as a one off payment.

**Refunds and Reductions in charges (Remissions)**

Where the parents of a pupil are in receipt of Income Support, Income based Jobseeker's Allowance or other similar benefits as specified by the DfE, the governors offer to cover in full the cost of board and lodging- for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The governors may wish to cover in full or in part the cost of other activities where cases of family hardship make it difficult for pupils to take part in activities for which a charge is made or a voluntary contribution requested. The governing body will invite parents/carers to apply in confidence for the remission of charges in part or full. The governors respond sympathetically to requests for a reduction in charges made in confidence to the Head teacher **prior** to the activity. The Headteacher, in consultation with the Chair of Governors, will make authorisation for such a reduction

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.

**Confirmation the Charging Policy in respect of Grayswood Primary School has been discussed by the Governing Body**

Signed by:

Chair of Governors: ..... Date: .....

Headteacher: ..... Date: .....

Agreed at Governing Body Meeting on ..... Minute Reference .....