

# Great Gaddesden C.E.(VA) Primary School



## Charging and Remissions Policy

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## **1. PHILOSOPHY, VALUES AND AIMS**

The staff and governors at Great Gaddesden Primary School believe that all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a broad range of visits and activities is offered and, at the same time, minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

This policy distinguishes between activities which are free of charge, activities for which we invite voluntary contributions, and activities for which we make a charge.

## **2. ACTIVITIES WHICH ARE FREE OF CHARGE**

No charges will be made for

- 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;
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum;
- 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.

## **3. ACTIVITIES FOR WHICH WE INVITE “VOLUNTARY CONTRIBUTIONS”**

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as “optional extras”. In principle, charges should not exceed the actual cost (per pupil) of provision, although they may be rounded up to the nearest £1.

When organising school trips, visits and other activities which enrich the curriculum, the school invites parents/carers to make a “voluntary contribution”. It should be noted that if the school does not receive enough voluntary contributions then the planned trip, visit or activity may have to be cancelled because it is not economically viable.

### **Activities within the school day**

Activities include visits to museums, theatres and science parks as well as sporting events which require commercial transport, e.g. a coach.

The school organises swimming lessons for all children in Key Stage 2. Parents/carers will be required to book and pay in advance. There will be no reimbursements if pupils miss sessions; this includes illness and holiday.

- **Activities outside school hours**

Non-residential activities (other than those already listed) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

- **Residential activities**

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. Some remissions may be applicable.

Residential trips deemed to take place outside school time (other than for those activities already listed).

It should be noted that if the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged, parents will be notified of the policy for allocating places. Parents/carers will be required to book and pay in advance. There will be no reimbursements if pupils miss sessions; this includes illness and holiday.

#### **4. ACTIVITIES FOR WHICH WE MAKE A CHARGE**

- **Music tuition**

All children study music as part of the National Curriculum. We do not charge for this. There is, however, a charge for additional tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils. Parents/carers will be required to book and pay in advance. There will be no reimbursements if pupils miss sessions; this includes illness and holiday. However, at the discretion of the music teacher, missed lessons from one term may be caught up at a later date.

- **Extra-curricular clubs and activities**

Some before- or after-school activities will be charged for. Parents/carers will be required to book and pay in advance. There will be no reimbursements if pupils miss sessions; this includes illness and holiday.

- **Materials**

Charges may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them, e.g. for a clay model – a charge to cover the cost of the clay.

- **School lunches**

School lunches cost just £2.20 per day. This can be paid weekly, half-termly or termly in advance. Cheques made payable to “Herts Catering Ltd”. Parents/carers who feel they may qualify for free school meals may contact the school office for the appropriate form. Such requests will be treated in the strictest confidence.

## **5. FAMILIES QUALIFYING FOR REMISSION OR HELP WITH CHARGES**

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Parents/carers in receipt of

- Income Support
- Income-based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

Additional categories of parents may claim help with some costs in some circumstances. The

pupil premium is used to fund school clubs including (but not limited to) breakfast club and homework club. (More details of the school's use of pupil premium are on the school website: <http://www.greatgaddesden.herts.sch.uk>)

## **6. ADDITIONAL CONSIDERATIONS**

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we will publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- We will provide the opportunity to use the system established for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

## **7. MONITORING AND EVALUATION**

The Finance Committee of the governing body will monitor the impact of this policy on an annual basis.