

Laycock Primary School **Charging and Remissions** Policy January 2017

Rationale

This policy is written as guidance for school leaders, staff and the Governing Body in setting out their charging and remission (the cancellation of a debt, charge, or penalty) practices for school activities and school visits based on the DfE "Charging for School Activities" advice (October 2014)

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount per meal decided by Facilities Management Services.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. There is no charge for examinations that are not on the set list, but have been arranged by the school.

4. Activities that take place during school hours

There is no charge for activities during school hours with the exception of music or vocal tuition (section 8).

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge),
- optional extras (section 5),
- visitors where this is a cheaper alternative to a visit.

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are part of the set curriculum, e.g. sports matches against other schools, evening church service, shared arts events, etc.

Laycock Primary School **Charging and Remissions** Policy January 2017

Anything that is not part of the curriculum is considered an optional extra and is dealt with under the following section.

Optional extras

The school will charge for optional extras which include:

- Music and vocal tuition;
- Trips during curriculum time and/or residential stays;
- Visitors to support curriculum delivery (where this is a cheaper alternative to a visit);
- Non-curricular evening events where it is parental choice to engage;

This school could, but chooses not, where possible, to charge for extended day services offered to pupils (for example Breakfast Club, after-school clubs, supervised homework sessions)

This school will not charge for transport that is taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education e.g. swimming lessons.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required from any other parents for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 12).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra,
- the costs of buildings, accommodation and services such as heating and lighting,
- non-teaching staff,
- staff engaged for services purely to provide an optional extra, including 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 pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6. Activities that take place *partly* during school hours either on or off site.

Where the majority, (50% or more) of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 4.

Laycock Primary School **Charging and Remissions** Policy January 2017

Travelling time is included in time spent on activity.

In cases where the majority (50% or more) of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in section 5.

7. Residential activities.

Laycock Primary School will charge for:

Board and lodging.

When any visit has been organised by the school where there is a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

Parents who can prove they are in receipt of Pupil Premium benefits, or have ever been, may be exempt from paying this cost.

Travel

Travel charges will apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

Laycock Primary School will charge for residential activities that fall outside of school hours (see section 5).

8. Music tuition within school hours.

Laycock Primary School follows government legislation that states that all education provided during school hours must be free; however, music (vocal and instrumental) lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Charges may be made for vocal or instrumental tuition provided either individually or to groups of any size, provided that the tuition is provided at the request of the pupil's

Laycock Primary School **Charging and Remissions** Policy January 2017

parent/carer. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

Laycock Primary School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be subsidised through the Pupil Premium Fund.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

9. Extended services

Laycock Primary School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extended services such as:

- high-quality learning opportunities either side of the school day,
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support or parenting support before or after the school day (such as health, social care or special educational needs services),
- ways of increasing pupil engagement,
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

10. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a pupil or parent/carer the school will charge those responsible for all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school will charge all of the cost to those responsible.

11. Remissions and concessions

The school will give consideration to the remission of charges to parents/carers who are in receipt of Pupil Premium (or who have been at any time over the last 6 years). Children of families who receive these payments are also entitled to free school meals.

12. Voluntary contributions

The Governors and Staff of Laycock Primary School believe that educational visits or specialist visitors to school are a valuable part of school life, which are used to enhance the pupils' learning and broaden their knowledge and experience. Unfortunately the school may

Laycock Primary School **Charging and Remissions** Policy January 2017

not have the necessary funds to cover the cost of all such visits and activities. Therefore, when organising school trips or visitors which enrich the curriculum and educational experience of the children, the school may invite parents/carers to make a voluntary contribution to the cost of the trip or visitor.

13. Inability or unwillingness to pay.

No child will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way. There is no obligation for a parent or carer to make any contribution.

Sometimes the school may pay additional costs in order to support the trip or visitor. Parents have a right to know how each trip is funded and school can provide this information on request.

If insufficient voluntary contributions (less than 80% of the cost of the trip/visitor) are received, the school has the right to cancel the school visit and all monies paid by parents will be reimbursed, i.e. if there is insufficient funding for the activity it will be cancelled.

The following list, though not exhaustive, gives examples of additional activities organised by the school, which require voluntary contributions from parents. These charges only cover the expenses, including transport, of the trip or visitor and are not calculated to make a profit.

- Educational Visits (e.g. museums, galleries).
- Sporting activities which require transport expenses.
- Outdoor adventure activities.
- Enrichment Activities (e.g. theatre visits).
- Musical events.

14. Milk

Milk is provided free of charge for all children in Reception. Pupils in other years are entitled to purchase one third of a pint of milk per day. A letter is sent to parents detailing the cost each term. All parents (including Pupil Premium) of pupils in Year 1 to 6, inclusive, must pay for milk.

15. Fruit

Fruit is provided daily free of charge by the Government for all pupils in Reception, Year 1 and Year 2. Laycock Primary School provides fruit daily to pupils in all other year groups.

Laycock Primary School **Charging and Remissions** Policy January 2017

The Governors and Head teacher will monitor the implementation of the policy.

Drafted by: J Nove / J Webster

Approved by the Governing Body:

Signed.....Chair.

Date:

To be reviewed: