



**Courtney Primary School**  
**Nurture, Inspire, Flourish.**

# Charges and Remissions Policy



**Courtney Primary School**

**Reviewed by:** Deborah Wood

**Date:** January 2019

**Ratified by:** FGB

**Date:** 6<sup>th</sup> February 2019

**Signed by:** Janet Hinchliffe

**Position:** Chair of Governors

**New Review Date:** January 2022

# CHARGES AND REMISSIONS POLICY

## 1. Introduction

Staff and Governors at Courtney Primary School are committed to providing a broad and balanced curriculum where classroom activities are enriched by residential and day trips; out of school; and visits to school by artists, speakers and theatrical groups. Parents or carers may be asked to make a voluntary contribution to help fund the cost of such activities, but no child will be excluded from these activities because a parent or carer is unwilling or unable to make a financial contribution. This policy explains how such contributions will be sought, the activities for which charges can be made, and the conditions under which such charges will be remitted.

## 2. Legislative Background

### Main Points (from DfE Guidance May 2018)

School governing bodies ... cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).

Schools must ensure that they inform families eligible for free school meals of the support available to them when being asked for contributions towards the cost of school visits.

## 3. Policy

### 3.1 Voluntary Contributions

Special activities, such as visitors or experiences, organised to inspire the children may be funded from the budget agreed for curriculum expenditure or by a financial contribution from parents or carers. If such a request for contributions is made, it must be made clear that such contributions are voluntary, and no child will be excluded if parents or carers do not make a contribution. For each activity, a level of contribution will be suggested, but parents or carers will be able to contribute a greater or lesser amount if they wish.

In requesting a contribution, it must be clear that the activity might not go ahead if a certain level of contribution is not received. In planning each activity, the Headteacher and appropriate member of staff must agree the maximum level of funding available from school funds.

In the event of an activity having to be cancelled, voluntary contributions will be refunded to parents or carers. In the event of a child not being able to take part in an activity for which a voluntary contribution has already been made, no refund of that contribution will be made for any payment which cannot be recouped.

Families in receipt of Free School Meals will be offered up to £30 per academic year to cover the cost of two main visits. This information will be shared with eligible families.

### 3.2 Optional Activities

Charges can be made to cover the costs of activities taking place outside of school hours that are not part of the National Curriculum. Where such charges are made, they must not exceed the actual cost of the activity. Currently the school pays for swimming lessons for Years 4 and 5 with no charges made to parents or carers.

### **3.3 Residential Trips**

Where the school arranges a residential trip that takes place during school hours, a clear distinction should be made between the cost of board and lodgings and the cost of other activities. Families in receipt of the free school meals are entitled to have the full cost of the board and lodgings met from school funds. This must be made clear to parents or carers when arranging such trips, but they can be invited to contribute a proportion of the board and lodging costs if they wish.

Parents or carers who are not eligible for free school meals, but who would still find it difficult to meet the cost of such a trip, can request financial support from school funds. Such a request will be considered by the Headteacher in consultation with the School Business Manager and Chair of Governors. For all parents or carers, the contribution requested to cover the activities and transport element of the residential trip, must be regarded as a voluntary contribution.

The school will direct parents or carers to any charitable grants when appropriate.

### **3.4 Ownership**

When an activity requires the use of materials and results in an item (e.g. cakes, pottery items etc.) that the child can take home, parents or carers can be asked to accept ownership of the item in advance. In such cases, parents or carers can be charged for the materials used or asked to contribute ingredients. For parents or carers not accepting ownership in advance, the finished item will remain the property of the school.

### **3.5 Music Tuition**

The Education and Inspections Act 2006 came into force in September 2007 to provide pupils with greater access to vocal and instrumental tuition. Charges may now be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing.

### **3.6 Breakages**

Where a child's behaviour leads to the damage of school property, the costs of such damage may be recovered from parents or carers at the discretion of the Headteacher.

### **3.7 Free School Uniform for children entitled to Free School Meals.**

The school wishes to support parents or carers with limited incomes in purchasing school uniform for their children. The school will therefore purchase the first uniform (2 polo shirts, 1 sweatshirt or cardigan, 1 fleece) for any child joining the school (in reception or any other year) who qualifies for Free School Meals. The school will also contribute up to £10 a year towards purchasing new items of uniform for any child eligible for Free School Meals already in the school.

Children in receipt of the Pupil Premium (but not Free School Meals) are entitled to any second hand school uniform that is available and suitable free of charge.

## **4. Evaluation and Monitoring**

The monitoring of this policy will be the responsibility of the Resources Committee acting on information provided by the Headteacher. The Committee will consider the range of activities that have taken place and the extent to which these have been funded by voluntary contributions and by support from the school budget.