

# Charging and Remission Policy

Longfields Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## 1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

## 2. Legislation and guidance

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

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

## 3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

## 4. Roles and responsibilities

- The governing board has overall responsibility for approving the charging and remissions policy and monitoring the implementation of this policy.
- The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.
- Staff are responsible for:
  - Implementing the charging and remissions policy consistently
  - Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

- Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## 5. Where charges cannot be made

Below we set out what we **cannot** charge for:

- Admission applications
- Education provided during school hours (including the supply of any materials, books or other equipment)
- Education provided outside school hours if it is part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

## 6. Where charges can be made & voluntary contributions

Below we set out what we **can** charge for:

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can ask for voluntary contributions. The school can charge for optional, extra activities provided mainly or wholly outside of school hours as long as the teaching is not an essential part of the National Curriculum or religious education. Schools can use their delegated budgets to support or subsidise extended activities that bring an education benefit to children.

The School Day - is defined as Monday to Friday during term time. Lunchtime is not included in the school day.

- The Governing body will make a charge for activities in the following circumstances:
  - Swimming – Children in KS2 are taken swimming at Bicester Leisure Centre. The cost of the transport will be met by voluntary contributions and school funding.
  - Transport to events during the school day – The cost of transport to activities and events that take place during the school day will be met by voluntary contributions and school funding.
  - Educational Visits – The costs of admission, transport & insurance will be met by voluntary contributions. No child will be excluded from an activity if these payments are not made. However, if insufficient contributions are received then the trip or activity may have to be cancelled.
  - Visiting theatre groups, drama workshops & arts activities – During the school year the children will have the opportunity to take part in various workshop & theatre activities. A voluntary contribution will be asked for to meet the cost of these events. However, if insufficient contributions are received then the trip or activity may have to be cancelled.
  - Out of School Activities – During the school year, children will have the opportunity to take part in 'After School Clubs' some of these clubs will carry a small charge. A charge will be levied for the entire cost of the activity which takes place outside of school hours.

- Residential Trips – Parents will be charged for the full cost of the trip. We have established a system for parents to pay in instalments, however we would expect the total payment to be made prior to the trip.

## **7. Families qualifying for help with costs**

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 a reduced charge in certain circumstances. This remissions policy sets out the circumstances in which charges will be waived.

A reduced charge will be applicable for children who qualify for Pupil Premium. (Children from Service families or those in receipt of Free School Meals). Please note this does not refer to all children in receipt of Universal Infant Free School Meals.

## **8. Additional Considerations**

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

- We will give parents as much notice as possible for forthcoming visits/trips.
- We have established a system for parents to pay in instalments
- We acknowledge that offering opportunities on a first pay, first serves basis discriminates against families in lower incomes and we will avoid that method of selection.