Alverton Primary School

Charging and Remissions Policy

Latest Review	September 2021
Next Review Date	September 2023 or following changes to legislation
Policy reviewed and adopted by the Governing Body of Alverton Primary School. Chair of Governors Date:	

Alverton Primary School understands how important activities such as clubs, visits and sport are to our pupils. We recognise that such activities encourage pupils to develop a whole range of skills, often boosting pupils' wellbeing and broadening their cultural capital. We believe all children should have an equal opportunity to be involved in these activities regardless of their financial circumstances.

The school understand that providing a broad range of activities can be costly and will do all it can to keep the costs down.

This policy is drawn up in accordance with the requirements of Section 457 of the Education Act 1996, as amended by Section 200 of the Education Act 2002.

VOLUNTARY CONTRIBUTIONS

Although the law prohibits the school from charging for school time activities, there is nothing to prevent the school from asking for voluntary contributions for the benefit of the school or any school activities. There are a number of activities which will only take place if parental contributions are available.

The school will not exclude any child from any activity organised because of the inability or unwillingness of their parent/carer to pay such a contribution. However, if the activity cannot be funded without voluntary contributions, the school should make this clear to parents at the outset.

The school will make every effort to ensure parents/carers do not feel pressurised into paying the voluntary contribution. The school must also make it clear to parents that there is no obligation to make any contribution.

When any trip is organised parents will be notified of the policy for allocating places. The school recognises that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time and do not therefore submit the 'first come first served' allocation.

Parents / carers have a right to know how each trip is funded. The school will provide this information on request.

The following statements explain the key points around funding and payment for certain activities.

Activities or visits wholly or mainly outside school hours

It is the intention of the school to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals, or to cover teachers' travel costs, where a separate contract is issued.

These visits will only proceed if all those who wish to go pay the full costs, unless alternative funding can be sourced by the school in order to assist all children who wish to attend the activity.

Visits wholly or mainly during school hours

It is the intention of the school to invite voluntary contributions towards the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or religious education. The cost could

include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs.

These visits will only proceed if all those who wish to go pay the full costs, unless alternative funding can be sourced by the school in order to assist all children who wish to attend the activity. Children will not be individually prohibited from attending a trip, visit or activity because of an inability or unwillingness on the part of the parent / carer to make a contribution. The school reserves the right to cancel such activities where insufficient voluntary contributions are made and alternative funding is available.

Board and lodging charges on residential visits

It is the intention of the school to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours or, if out of school hours, required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

The cost of transport, insurance, admission charges etc, incurred during residential trips will need to be met through voluntary contributions and are likely to be a prerequisite for the visit taking place. If the parents / carers are unwilling or unable to make a voluntary contribution to expenses in addition to the costs for board and lodging this may lead to certain visits becoming unviable and the Headteacher will have the right to cancel these trips, visits and activities.

Children of parents / carers in receipt of benefits identified in point 7 below will be entitled to have the board and lodging element of the visit remitted by the school.

Individual vocal or musical instrument tuition

It is not the intention of the school to charge for such tuition where it is provided by the school's employed staff, whether in or out of school hours.

Where tuition or ensemble activities are provided by external agencies and peripatetic teachers, a charge may be made to pupils concerned, provided that the tuition is at the request of the pupil's parent / carer. The charge will not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Charges will not be made for any vocal or instrumental music tuition that forms an essential part of the national curriculum. No charge will be made in respect of pupils who are looked after by a local authority (within the meaning of section 22(I) of the Children Act 1989).

Charges for ingredients, materials and equipment

It is the school's intention to ask for a voluntary contribution towards the cost (or provision) of ingredients, materials or equipment required for activities outside school hours and which are not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education.

Where parents / carers are unable or unwilling to make this contribution, their child will not be individually excluded from the activity. However, where insufficient voluntary contributions are available, the school reserves the right to deem the activity unviable.

Charges for breakages and fines

In cases of wilful, malicious or deliberate damage to school equipment or property by a pupil, the school reserves the right to ask the parent / carer to pay or contribute towards the cost of repair or replacement. Each incident will be dealt with on its own merit and at the school's discretion.

Families qualifying for help with charges (remissions)

To help families who may find it hard to pay for their children to participate in some activities or visits, the school has agreed to reduce charges. This applies where the family is in receipt of:

- Income Support
- Job Seekers' Allowance (income-based) and equal-based Job Seekers' Allowance
- Income-related Employment and Support Allowance and equal-based Employment and Support Allowance
- Child Tax Credit with an annual income of less than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Guaranteed element of Pension Credit
- Immigration and Asylum Act 1999 support
- Universal Credit. Your household income must be less than £7400 a year (after tax and not including any benefits you get). This is assessed by earnings from up to three of your most recent assessment periods.

These criteria enable pupils to be eligible for the Pupil Premium (as at July 2021). Parents of Pupil Premium children at Alverton School can use up to £100 annually to enable their children to access extra-curricular activities, visits etc or in the way that they need it most (eg to help buy school uniform). In addition, half of the cost of Key Stage 2 camps is met by Pupil Premium funding for these children. Requests for financial contributions include an option for parents to tick to use this funding.

The school recognises that there may be other cases of family hardship which make it difficult for pupils to take part in chargeable activities. When arranging these activities, the school invites parents to apply in confidence for help (remission) of all or part of these charges. Parents wanting a reduction in activity charges should apply in writing to the Headteacher of the school. Each application will be treated with the utmost confidence.