

## CHARGING AND REMISSIONS POLICY

Approved by Curriculum and Standard Committee: **November 2021**

Review Date: **November 2023**

### I. Introduction

The regulations state that:

The education in maintained schools should be free.

Activities offered wholly or during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.

There is no statutory requirement to charge for any form of education but that schools have the discretion to charge for optional activities provided wholly or out of school hours.

Schools have the right to invite voluntary contributions to provide funds where none exist to support any activities organised by the academy, whether during or outside school hours.

Headteachers or Governing Bodies may ask parents for a voluntary contribution toward the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

The contribution must genuinely be voluntary, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

### Residential Trips

Kennet Valley C of E VA Primary School will charge parents for activities and travel associated with residential trips. The charge to a parent is calculated by dividing the total cost incurred by the number of children participating.

Kennet Valley C of E VA Primary School will also charge parents for the full cost of board and lodging for residential trips, except for parents who are eligible for Benefit- Related Free School Meals (FSM) at the time the trip takes place – these parents can apply for a discounted cost of the trip. We will always strive to help all families that are struggling to pay for residential trips.

Children are eligible for FSM if their parents are in receipt of any of the following benefits:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit

### Trips/Workshops Held During School Hours

Kennet Valley C of E VA Primary School will request voluntary contributions from parents towards activities organised by the school during school hours. The contribution from a parent is calculated by dividing the total cost incurred by the number of children participating. If insufficient voluntary contributions are forthcoming for an activity, then that activity may be cancelled.

Headteacher - Mrs Emma Russell – BA with QTS

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**Instrumental Music Lessons**

Charges are made for instrumental music tuition in school, unless the tuition forms part of the National Curriculum or the syllabus for religious education, in which case a charge is not made. The charges are set by the self-employed music teachers who come into school to provide the lessons.

**Swimming Lessons Held During School Hours**

The school will request voluntary contributions from parents towards swimming lessons organised by Kennet Valley School during school hours. We ask for a voluntary contribution towards the cost for this activity. This includes swimming teachers, a lifeguard, and an additional member of staff to oversee one of the changing rooms. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

**Clubs**

The school runs clubs after school and at lunchtimes for curriculum enrichment. Some of these are provided voluntarily by staff. For these there may be a charge to cover the cost of materials. For other clubs, staff are employed to provide the club. For these there will be a charge to cover the cost of the staff employed and materials used. Some sports clubs are provided by an external provider who determines the charge. In all situations, the school does not make a profit from running after school clubs.

**Extended School**

The school runs Breakfast Club childcare in the mornings from 8.00am to 8.50am and an After School Club which runs from 3.10pm to 5.30pm. There is a charge to cover the cost of staffing and food. Booking for these wrap-around clubs will be via ParentPay, which must be booked in advance and pay for at the time of booking. Cancellations will be refunded if requested, via ParentPay up to 48 hours before the booked session. Parents have signed the terms and conditions of these clubs.

Any profits that are made from this club will be used to buy equipment for the school, help to pay for educational trips out or visitors to the school and resources which will enhance the learning of the children within the whole of Kennet Valley school.

**Ingredients and Materials**

The school may invite voluntary contributions towards the cost of ingredients, materials, and equipment where parents have expressed the wish to have the finished product. The cost to a parent is calculated on the actual cost of the ingredients or materials.

**Optional Trips**

Optional trips, wholly or mainly outside of school hours, will be charged at full cost. These visits will not proceed where the full costs are not met by all those who wish to partake in the activity. The charge to a parent is calculated by dividing the total cost incurred by the number of children participating. Parents can apply for discounted cost trips. We will always strive to help all families that are struggling to pay for trips so that children do not miss these extra activities which will aid their learning within school.

**Paper Copies of Policies and Information on the Website**

The School will provide a paper copy of any policies or any information on the School website free of charge, on request from a parent.

With these statements in mind, it is the policy of this school:

- To request voluntary contributions from parents towards activities organised by the school during school hours

- To ask the Friends Association Committee to support the funding of certain activities. Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution
- If insufficient funds voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- Optional trips, wholly or mainly outside of school hours, will be charged at full cost, and will not proceed where the full costs are not met by all those who wish to partake in the activity.
- Board and lodging costs on residential trips will be charged at full cost.
- The school may invite voluntary contributions towards the cost of ingredients, materials, and equipment where parents have expressed the wish to have the finished product.
- This school may make charges for breakages and damage to property
- This school will support parent's requests in helping them gain subsidised tuition by providing letters of support for such things as able, gifted & talented courses from charitable or external organisations.

### **Moneys Outstanding**

It is inevitable that some parents may find themselves owing money to the school for a variety of reasons. In such an occurrence the school will:

- Monitor the situation until such a time that the Headteacher feels action is required.
- Contact the parents informally, over the phone, in person, or by letter to alert them to the situation.
- If the debt remains or increases, the Headteacher will contact the parents again, with written evidence of contact being kept.
- The school may then refuse to continue to provide the service for which the debt has been incurred, and the other services listed under 3, 4 and 7 above.
- The school reserves all rights in relation to pursuing debt recovery.
- If a debt is to be written off at any time the Headteacher will act in line with the finance manual and scheme of delegation in respect of seeking authorisation from the Governing Body.

### **Monitoring**

The Governing Body's Leadership and Management Committee will monitor and review this policy every 2 years as part of its terms of reference.

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