



Charging & Remissions Policy

Effective June 2021



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Summerlea C P School – Charging & Remissions Policy

1. Purpose of the Policy

The purpose of this policy is to provide clear information about charging and voluntary contributions for Summerlea CP School's activities.

The policy covers:

Activities for which no charges will be made.

Activities for which charges may be made.

Families qualifying for remission or help with charges.

Arrangements for monitoring and evaluation.

2. Status

This policy is statutory.

3. Introduction and Philosophy

Summerlea School provides many opportunities for its children to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities.

The value of LOtC is well recognised by the Governing Body and fully supported throughout the school.

The purpose of this policy is to provide clear information about charging and voluntary contributions for Summerlea's school activities.

The Governing Body agrees to seek voluntary contributions or make a charge for some activities that may take place during your child's attendance at Summerlea. Without contributions to any such activities, the cost of other school resources would be in jeopardy.

The Governing Body recognise the valuable contribution that the wide range of additional activities and experiences, including visits, clubs and residential trips, can make towards pupils' education and not least the development of the 'whole child'. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.



We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This 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.

4. Voluntary Contributions

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours. (School hours are those when school is actually in session i.e. between the hours of 8.30am and 3.00pm Monday to Friday term time only). Summerlea CP School follows the West Sussex policy for charging for school activities that mirrors the information given in the Department for Education's advice document published in May 2018: (<https://www.education.gov.uk/aboutdfe/advice/f00213976/school-charging>).

No compulsory charge will be made for any activity that takes place during school hours, including the supply of any materials, books, instruments or other equipment.

Any contribution is entirely voluntary, and the pupils of parents who are unable or unwilling to contribute are not discriminated against and their child will not be excluded from the activity.

However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, the school reserves the right to cancel the event/activity.

Arrangements

All letters regarding contributions for school activities will make it clear that these are voluntary, and that children of parents who do not contribute will not be treated differently. If any parents have any financial difficulty (no child will be prevented from taking part) they will be invited to talk to the Headteacher or School Business Manager who will come to an agreed arrangement.

In some circumstances, where parents have made a commitment to a voluntary contribution, follow up reminder letters may be sent to parents. In exceptional



circumstances the Governing Body and/or WSCC legal team may also issue correspondence.

5. Residential Trips

Special rules apply for residential activities.

In School Hours

If a residential activity takes place largely during school time (50% or more of the whole time spent on the activity occurs within school hours), it meets the requirements of the syllabus for a public examination or is to do with the National Curriculum or religious education, no charge will be made either for the education or for the cost of travel. However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging. Voluntary contributions (as above) will be requested to cover all other costs.

Children whose parents are in receipt of the support payments as stated in Section 12 'Remissions' will, in addition to having a free school lunch entitlement, be entitled to the remission of these charges.

Any parents of a child who cannot meet a charge made by the school, are encouraged to make use of the payment plan and/or may be offered an extended period of payment and can apply in confidence to the Headteacher for remission of the charge in part or in full.

Outside School Hours

An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of school hours. In this case, and for a residential trip, this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision.

Parents/carers in receipt of the allowances identified above have the same entitlements.



6. Music / Vocal Tuition

There will be no charge for musical tuition if the teaching is an essential part of either the National Curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

For other musical tuition, charges will be made for individuals or groups to play a musical instrument, and for the hire and repair of instruments used for instrumental tuition at school. No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989).

7. Clubs Outside School Hours

We have two types of clubs that take place at Summerlea School:

- i) Clubs and activities run by staff that are free to all participants, but we may ask for a voluntary contribution towards materials.
- ii) Clubs and activities provided by external providers, which do usually have a charge.

We also have an After School Care Club (ASCC) that has its own charging policy.

8. Swimming

The school organises swimming lessons for all children in Year 2, Year 3 and Year 4. Children not reaching the required standard by the end of Year 4 also have swimming lessons in Year 5 or Year 6. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of this, including transport. 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.

9. Fundraising / Charity Events

During the school year we hold various charity or Friends of Summerlea School (FOSS) fundraising events. Children are encouraged to do something or wear something for a small voluntary contribution. This is not compulsory, and no child is excluded if they don't wish to contribute.



10. Damage / Loss to Property

In cases of willful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher, in consultation with the Chairs of the Governing Body, may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

11. Other Charges

The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. Photocopying.

12. Remissions

In order to remove financial barriers from disadvantaged pupils, some activities and visits, where charges can legally be made, will be offered at no charge or a reduced charge in some circumstances. Criteria for qualification for remission are given below. Parents/carers in receipt of:

- Income support;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit in prescribed circumstances, (provided that the parent is not entitled to Working tax credit, and their annual Income, assessed by HMRC does not exceed £16,190
- Guaranteed element of Pension Credit.
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child may also get free school meals if you get any of these benefits and your child is both:

- younger than the compulsory age for starting school
- in full-time education



13. Refund of Monies

A Cancellation of Activity by the School

In the event of the cancellation of an activity by the school, we will refund all monies in full, unless the same activity is to be rearranged for another date.

B Cancellation/Withdrawal of a Pupil by a Parent/Carer non-residential trip (involving a voluntary contribution)

In the event of a decision by a parent/carers to reverse their consent and financial commitment to any activity, the school will refund voluntary contributions at 50% for notice periods that exceed 7 clear school days before the activity (excludes day of notification and day of activity). No refunds will be given for notice less than this 7-school day period.

C Cancellation/Withdrawal of a Pupil by a Parent/Carer non-residential trip (involving a compulsory payment/optional extra)

In the event of a decision by a parent/carers to reverse their consent and financial commitment to any activity, no refunds will be given.

D Cancellation/Withdrawal of a Pupil by a Parent/Carer for a residential trip (involving a compulsory payment/optional extra and voluntary payment)

In the event of a decision by a parent/carers to reverse their consent and financial commitment to a residential activity, the school will refund voluntary contributions at 50% for notice periods that exceed 60 clear school days before the residential (excludes day of notification and commencement of residential). No refunds will be given for notice less than this 60-school day period.

E External Activities

Refunds for external provisions are not a school matter.

14. Delegation

The Headteacher is responsible for implementing the policy and dealing with individual circumstances raised by parents/carers.

15. Monitoring and Review of Policy

The Governing Body will review this policy every 3 years, and as necessary due to any change in legislation.



This policy was approved by the governing body of Summerlea Community Primary School

on:16th June 2021.....

Signature of Chair of Governors:

A handwritten signature in black ink, appearing to read "S. W. King", is written over a horizontal dotted line.

Signature of Headteacher:

A handwritten signature in black ink, reading "Helen Morris", is written over a horizontal dotted line.



Policy Review Form

Please complete this section when reviewing and updating this document.

Author	Name	Date
	Finance, Personnel and Premises Team	March 2006
Reviews	Name	Review Period (to be carried out every 3 years)
	Headteacher	November 2009
	Carol Dray and Jane Blackman	October 2012
	Jo Maxted and Helen Morris	November 2015
	Jo Maxted and Helen Morris	June 2018
	Jo Maxted	May 2021

Information Source	Name	Date
	West Sussex County Council	March 2006
	Northchapel CP School	October 2012
	West Sussex County Council	October 2010
	WSCC Model Policy & DfE Guidance Oct 2014	November 2015
	WSCC Model Policy & DfE Guidance May 2018	June 2018

Change Control	Sections Amended	Author	Date
	3. Introduction and philosophy	JM & HM	June 2018
	4. Voluntary Contributions	JM & HM	June 2018
	5. Residential Trips	JM & HM	June 2018
	6. Music / Vocal Tuition	JM & HM	June 2018
	7. Clubs Outside School Hours	JM & HM	June 2018
	12. Remissions	JM & HM	June 2018
	13. Refund of Monies	JM & HM	June 2018
	4. Voluntary Contributions web address	JM	May 2021
	12. Remissions Qualification criteria	JM	May 2021