

Charging & Remissions Policy



Document Information	
Policy	STATUTORY
Created by	Harry Portrey/Sue Houghton
Responsibility	Full Governors
Review Cycle	Two Years
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Next Review	September 2024
Date Ratified by Governors	26 th September 2022
Signature - Headteacher	
Signature - Chair of Governors	

EDUCATIONAL VISITS

The school aims to provide a wide range of outdoor learning opportunities, from local off-site visits or more extensively, field visits, theatre, sporting and musical events.

The school adheres to the Government legislation relating to such events with regards to Finance and Health and Safety. The policy is operated according to the three categories the visit falls within. Any concerns or difficulties regarding payment should be directed to the Visit Organiser for advice.

NON-RESIDENTIAL EDUCATIONAL VISITS MAINLY IN SCHOOL TIME

The Education Act 1996 allows the school to request a voluntary contribution for these costs.

As the school does not necessarily have the funds to cover the costs of travel/admission charges, all parents/guardians may be asked to make a voluntary contribution to cover them. Without this financial support the visit may not take place. Costs for pupils eligible for Pupil Premium Funding* will be subsidised by the school. **Please see Pupil Premium Section.*

RESIDENTIAL VISITS MAINLY IN SCHOOL TIME

The school is permitted to make a charge only for the board and lodgings costs for the visit.

As the school does not necessarily have the funds to cover the costs of travel/admissions charges, all parents/carers may be asked to make a payment to cover the costs involved. Without this financial support the visit may not take place.

Costs for pupils eligible for Pupil Premium Funding will be subsidised. *Please see Pupil Premium Section.*

EDUCATIONAL VISITS MAINLY OUTSIDE SCHOOL TIME

The Education Act 1996 allows the school to make a charge for this type of visit as it is outside the conditions put in place by this Act, namely:

- It is not an activity required to fulfil any public examination requirement
- It is not an activity required to fulfil the national curriculum
- It is not an activity required to fulfil religious education

As the school may not have the funds to cover the costs of travel/admission charges, all parents/carers may be asked to make a payment to cover the costs involved. Without this financial support the visit may not take place.

Costs for pupils eligible for Pupil Premium Funding will be subsidised. *Please see Pupil Premium Section.*

VOLUNTARY CONTRIBUTIONS

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or

not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

The Headteacher, Finance & Personnel Sub Committee or Full Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance & Personnel Sub Committee or Full Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

All voluntary contributions or deposits are non-refundable and must be paid by cheque, made payable to Delapre Primary School, or by ParentPay (our on-line payment scheme) or by cash. In the event of a withdrawal from a trip, all expenses incurred by the school will be deducted from any payment before a reimbursement is made.

MUSIC TUITION

The main exception to the principle of free education, which the law allows, is that a charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours.

Delapre Primary School will seek advice on the charges for individual tuition and small group tuition during and after the school day as necessary. Wherever possible the school will subsidise the cost of musical tuition.

Costs for pupils eligible for Pupil Premium Funding will be subsidised. *Please see Pupil Premium Section.*

ACTIVITIES OUTSIDE SCHOOL HOURS

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, a charge up to the cost of the activity may be levied.

DAMAGE/LOSS TO PROPERTY

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

LETTINGS

Lettings are administered by/for PFI (Amey).

PUPIL PREMIUM CHILDREN

In relation to all the previously related activities, children on the Pupil Premium register may pay a reduced rate with the balance being taken from the Pupil Premium budget allocated to the school. Pupils who have been/are currently eligible for Free School Meals, will receive Pupil Premium Funding. This is applicable for a period of six years. To be eligible for Free School Meals, parents/carers must be in receipt of one of the following benefits:

- Income Support
- Jobseeker's Allowance (Income based)
- Employment & Support Allowance (Income related)
- Child Tax Credit only (with income up to £16,190 and no element of tax credit)
- Universal Credit (income dependent)
- National Asylum Seekers Support
- Guarantee Element of the State Pension Credit

Please note: anyone receiving WORKING TAX CREDIT, regardless of income, will not qualify for Free School Meals.

Pupil Premium is also available for Looked-After Children (LAC) as defined in the Children Act 1989, in the care of an English Local Authority or post LAC – left Local Authority care for a special guardianship order or a child arrangement order (previously known as a residence order).