



Simonside Primary School Charging and Remissions Policy

Introduction

This policy is based on advice from the Department for Education on Charging for school activities May 2018 and the Education Act 1996 (sections 459-462) which sets out the law on charging for school activities in maintained schools in England.

[Charging for school activities - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Definitions

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge or part of a charge that would normally be payable.

Aim

The Governing Body and staff of Simonside Primary School recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development. Therefore we aim 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 be made.

Where charges cannot be made

- for books, materials, equipment and instruction in connection with the National Curriculum and Early Years Foundation Stage Curriculum
- admissions applications.

Where charges can be made

- activities outside school hours
- any activities, books, instruments where the child's parent/carer wishes him/her to own them
- optional extras (see below)
- music and vocal tuition if this is at the request of the parent/carer.

Voluntary contributions

Separately from charges, schools may seek voluntary contributions to support the provision of a wide range of experiences which add excitement and enrichment to the children's learning. Parents/carers may be invited to make a voluntary contribution to certain activities taking place within or beyond the school day. Failure to contribute will not prevent the child from taking part in the activity.

The types of activities for which voluntary contributions may be requested might be:

- theatre visits or travelling theatre groups
- educational visits
- transport costs
- the cost of cooking ingredients.

This is not an exhaustive list and other activities may be offered to children. If an activity cannot be carried out without voluntary contributions to meet its cost parents/carers will be informed. The school reserves the right to cancel an activity or visit if there are insufficient voluntary contributions. If the event is cancelled, all monies will be repaid to parents/carers.

Some educational visits are subsidised by school using donations or Simonside's Pupil Premium and PE and Sport Grant. Donations from the PTA, Ward Council or Parish Council are also used to subsidise the cost of visits and activities.

Swimming

As part of our PE curriculum we use a local swimming pool to provide swimming lessons for Y5 children. The cost of transport and lessons is met by school.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. If a child receives individual musical tuition from an external tutor, e.g guitar, the cost of lessons will need to be met by the parent/carer.

Activities outside school hours

Extra-curricular activities/clubs offered by staff: There is no charge for these activities.

Extra-curricular activities offered by a third party: There may be a charge payable to the provider e.g sports coach. Some sports clubs may be free to the children with the cost being met by school's PE and Sports Grant.

Residential visits

School may charge for board and lodgings but the charge must not exceed the actual cost.

Optional extras

Breakfast Club – We do not charge for this as it is part funded via Greggs.

Extra-curricular clubs- see above.

Damages and loss

In cases of wilful damage (musical instruments, PE equipment) or loss (reading or library books) the headteacher may decide that it is appropriate to make a charge to cover the cost of repair or

replacement. Deliberate damage to school property is rare and each case will be dealt with on its own merit.

Remissions

In order to remove financial barriers (for disadvantaged children) Simonside's Governing Body has agreed that some activities and visits where charges can be legally made will be offered at no charge or at a reduced charge.

Parents who can prove that they are in receipt of any of the following benefits may have charges reduced or waived:

- Income Support
- Income based Jobseeker's Allowance
- Income related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of Pension Credit
- Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual gross income of not more than £16 190)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

NB please note that as benefits are often subject to change, this list will be kept under review and updated during the lifetime of this policy.

Parents who feel that they have other special circumstances requiring assistance with charges, e.g. payment in instalments, should discuss this in confidence with the Headteacher and/or the Pupil Support Advisor. The final decision re charges and remissions will be made by the Headteacher.

Conclusion

Simonside Primary School is committed to the provision of enrichment activities and additional opportunities to all its children. As a governing body, we recognise our responsibility to ensure the offer of activities and educational visits does not place an unnecessary burden on family finances. In arranging these experiences, staff will be mindful of value for money, timing and the enrichment provided. We will continue to make charges, agree remissions and request voluntary contributions in line with this policy.