

Egerton Church of England Primary School

Together, we inspire, nurture and thrive



Perseverance **Compassion** **Respect** **Honesty** **Forgiveness** **Hope**

Charging and Remissions Policy

Key Contact Personnel in School

Mrs Julia Walker

Headteacher

Mrs Susan Hubbard

School Business Manager

Date written: **February 2023**

Date agreed and ratified by Governing Body: **February 2023**

Date of next review: **February 2025**

School Vision

Egerton inspires joy in life by cherishing childhood within a rich and creative learning journey. Our Christian values influence all decisions enabling our community to flourish. We nurture everyone to reach their full potential as God intends, mind, body and soul.

Vision

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Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a rich and relevant curriculum.

The school day is defined as 8.50am to 3.20pm.

What was consulted?

The policy has been informed by The DFE document 'Charging for school activities May 2018.

Roles and Responsibilities of headteacher, other staff and governors

The headteacher will ensure that the following applies:

During the School Day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. Any instrumental or vocal tuition for pupils learning individually or in a group will also be provided free of charge unless it is provided at the request of a parent.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example swimming lessons, school trips, and transport costs to events, visits by theatre companies or specialist group speakers.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without sufficient voluntary contributions from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Optional Activities outside of the School Day

We will charge for optional, extra activities provided outside of the school day, for example sports coaching, after school clubs, Breakfast Club and Nightingales Play Club. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. However, as explained above voluntary contributions may be sought. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residential Trips

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit, Working Tax Credit run-on and Universal Credit.

Other charges will be made to cover costs when the number of school sessions missed by the pupils' total half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions, fundraising and potentially Pupil Premium for the children who are eligible. This can be accessed by having an informal discussion with the Headteacher.

Parents who would qualify for support are those who are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit, Working Tax Credit run-on and Universal Credit.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Voluntary Contributions

If an activity cannot be funded without voluntary contributions, the governing body or Headteacher will make this clear to parents at the outset. Where the school asks for a voluntary contribution, no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay.

There is no obligation on parents to make a voluntary contribution, however if insufficient voluntary contributions are raised to fund a visit, it must be cancelled.

Arrangements for Monitoring and Evaluation

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the School Business Manager every two years.

At every review, the policy will be approved by the FGB.