



## **Charging and Remissions Policy**

### **Mission**

**We provide a safe and inclusive learning environment where everyone is valued and encouraged to be the best they can be.**

**At Leftwich Primary we thoroughly endorse the principle of free education for all.**

### **We will not charge for:**

- an admission application to school;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and examination re-sit(s) if the pupil is being prepared for re-sit(s) at the school.

### **We will charge for:**

- music and vocal tuition offered as extra to our curriculum;
- any materials, books, instruments, or equipment, where the child's parent wishes to own them;
- optional extras, which include:
  - board and lodging for a pupil on a residential visit.
  - education provided outside of school time that is not:
    - a) part of the National Curriculum
    - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
    - c) part of religious education
  - examination entry fee if the registered pupil has not been prepared for the examination at the school;
  - transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education.

Any charges made for optional extras in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

### **Voluntary contributions**

Nothing in legislation prevents a school from asking for voluntary contributions for the benefit of the school or any school activities. There will be occasions when we invite parents to make a voluntary contribution towards the cost of 'optional extras' arranged to enrich the curriculum and the educational experience of the children.

When asking for voluntary contributions, it should be made clear to parents from the outset that:

- there is no obligation to make any contribution
- no child will be excluded for non-payment
- the trip or event may have to be cancelled if insufficient contributions are received

The following is a list of 'optional extras' for which the school may ask for voluntary contributions:

- visits to museums, art galleries and other places of interest;
- outdoor adventure activities;
- visits to or by a theatre company;
- arts events, including music, drama and art

### **Residential visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, parents will be asked to make a voluntary contribution towards the cost of transport and activities and the visits will only take place if enough parents agree to making a voluntary contribution.

A charge to cover the costs of board and lodging will be made.

Children whose parents are in receipt of the following support payments will be entitled to the remission of these charges:

- Income support
- Income-based Jobseeker's Allowance
- Support under part V1 of the Immigration and Asylum Act 1999

- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,040
- Guaranteed State Pension Credit

### **Extra-curricular activities**

The school offers many extra-curricular opportunities. Some of these are led by qualified teachers and trainers who are not members of school staff. There is often a charge for these optional sessions.

### **Swimming**

The school organises swimming lessons for some children. We do not ask parents to contribute towards the cost of hiring the pool or transport.

### **Resources**

The school may make charges for resources such as cooking ingredients and craft materials when the children take home the finished product.

### **Remission for charges**

The Governing Body has decided that the monies at the disposal of the school can be used, at the discretion of the Head Teacher, to subsidise the cost of children from disadvantaged homes taking part in activities including residential visits, extra-curricular music tuition and sporting activities.

Policy agreed September 2017

Policy to be reviewed: September 2019