

# Windy Nook Primary School

## Charging Policy 2024

### Charging and Remissions

#### **Purpose**

As a school, we recognise the valuable contribution that additional activities, including educational visits and visitors and after school activities, can make towards the children's academic, personal and social education. *(Article 28: Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.)*

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' financial means. This charging and remissions 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. *(Article 27: Every child has the right to a standard of living that is good enough to meet their physical and social needs and support their development. Governments must help families who cannot afford to provide this.)*

#### **What was consulted?**

Windy Nook Primary School understands the requirement placed on School Governors with regard to charging for school activities and the Charging Policy is written with reference to the following documents:

- DES Circular 2/89
- Education Act 1996, sections 402, 450 - 458, 460
- Education (Residential Trips) (Prescribed tax credits) (England) Regulations 2003, SI 2003/381
- The School information (England) Regulations 2008 (as amended)
- The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999

#### **Relationship to other school policies**

The policy complements the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

#### **Prohibition of Charges**

All education during school hours is free.

The Governing Body recognises that the legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;

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- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum.
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip.

#### **Voluntary contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. School operates a cashless system. Payments are made via the Arbor App. Access codes for registering for online payments will be issued by the school office.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents.

- visits to museums, art galleries;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- musical events.

#### **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 element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost

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of the travel and activity expenses as these are beyond the scope of our main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

#### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual and group music tuition if this is not part of the National Curriculum. (see below)

#### **Optional Extras**

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as "optional extras". Charges will not exceed the actual cost (per pupil) of provision.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

<b>Activity or thing which will or may be charged for</b>	<b>Notes</b>	<b>Remitted or help available</b>
<i>Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them</i>	For example, a clay model - a charge to cover the cost of the clay.	
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	Remission for category A (see below)
Charges will be made for After School Activities provided by outside agencies	The charge will not exceed the actual cost	Remission for category A (see below)
Charges will be made for extended day services offered to pupils (for example breakfast club,		

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after-school clubs, nursery wrap around).		
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### 3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

#### Category A

Parents in receipt of

- Universal Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

Additional categories of parents may claim help with some costs in some circumstances. *(Article 27: Every child has the right to a standard of living that is good enough to meet their physical and social needs and support their development. Governments must help families who cannot afford to provide this.)*

### 4. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school term so that parents can plan ahead
- we have established a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- we acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

### 5. Damage to property

**Lost School Equipment, Books etc:** Parents will be expected to replace or pay for the replacement cost of lost items of School property.

**Breakages and Damage to School Buildings, Furniture or Property:** Parents will be charged for damage caused as a result of a pupil's behaviour.

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*(Article 24: Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.)*

### **Arrears**

Arrears owed to the school (i.e. where a charge is made, this does not apply to voluntary Contributions) will be chased by the school - please see Dinner Money debt policy.

### **Lettings**

Whilst we are committed to the principles of engaging the community, the use of school premises during school hours and before and after school hours is restricted to use by school staff or by clubs organised by the school. We do not offer the school for letting.

### **Date for next review**

Sept 2025