



Redesdale Primary School

Charging and Remissions Policy

Policy reviewed:	February 2021
Policy review date:	February 2022

REDESDALE PRIMARY SCHOOL

Charging and Remissions Policy

Introduction

At Redesdale Primary School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development. 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.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However, we do request voluntary contributions, and this is especially important to cover the cost of swimming transport and other activities, visit and trips.

This policy is based on guidance from the DfE on [‘Charging for School Activities’ \(May 2018\)](#) and the [Education Act 1996, sections 449-462](#) of which set out the law on charging for school activities in maintained schools in England.

Definitions

To ensure there is clarity regarding what ‘charging and remissions’ means the following definitions are:

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Voluntary Contributions

When organising school trips, visits or activities, which enrich the curriculum and educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip, visit or activity because it is not financially viable due to insufficient contributions. If a trip, visit or activity goes ahead, it may include children whose parents and carers have not paid any contribution. We do not treat these children differently from any others.

If a parent or carer wishes their child to take part in a school trip, visit or activity, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip, visit or activity. For many trips, visits or activities, the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded and the school provides this information on request.

The following is a list of curriculum-related activities organised by the school, which require voluntary contributions from parents / carers. These activities are known as 'optional extras'. This list is not exhaustive:

- school trips
- visits to or by museums, galleries, theatres
- sporting activities which require transport expenses
- musical events
- outdoor adventure activities

Residential visits

If the school organises a residential visit, for example High Borran, we do make a charge to cover the cost of board, lodging, travel expenses and activities. We do not charge for any staffing costs related to the residential visit. Parents and carers will be given the option of a payment plan to spread the costs of the residential visit. If parents and carers are experiencing financial difficulty they are invited to speak in confidence to the Headteacher.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this.

Additional tuition for individuals and/or small group tuition is also arranged through school and as it is an optional extra parents must pay for this.. These lessons are arranged with peripatetic music teachers and are paid for directly to the teacher

Swimming

The school organises swimming lessons for children in KS2 according to our P.E provision map. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution to cover the cost of transport to and from the pool. We inform parents and carers when these lessons are to take place, and we ask parents and carers for their written permission for their child to take part in swimming lessons.

Activities Outside School Hours

The school provides other activities outside school hours, such as after school clubs. These clubs, run on a short-term basis, are run by outside providers, qualified coaches and school staff. We make a small charge for these clubs to cover the costs of coaching and materials used. Parents and carers will be advised of the costs accordingly.

Materials and Textbooks

Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

The cost of ingredients, materials and equipment etc. needed for practical subjects such as D&T and cooking is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the

product is to be owned and taken home by the child afterwards. The school will inform parents and carers prior to the activity, giving them the choice to pay for the materials or purchase their own materials for the activity.

Other Charges

The Headteacher, Finance and Staffing Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

Lettings

The school will make its facilities available to outside users at a charge in accordance with RPS Lettings Policy. The lettings fees charged will at a minimum reflect any expenses incurred for running and staffing costs.

Damages / Loss to school property

The Governors reserve the right to ask parents and carers to pay for the cost of replacing any item such as:

- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour

Special Educational Needs and Disabilities (SEND)

The Governing Body confirms that no pupil with special needs and/or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

Remissions

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

Monitoring and Review

This policy will be monitored and reviewed on an annual basis by the Finance and Staffing Committee and the Full Governing Body.