



Castle Hill CP School

Charging and Remissions Policy – July 2023

The Education Reform Act (1988) introduced new provisions on charging for school activities.

The purposes of these provisions are:

- to maintain the right to a free school education
- to ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost
- to give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours
- to confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours

The Governors believe that activities such as educational visits (or visitors) are an extension to, and an enrichment of the curriculum. They have adopted the LA Policy of Charging for School Activities, which allows the school to ask for voluntary contributions from parents to support these activities. The policy is reviewed every two years.

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual music tuition.

The school 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 each School will try to adhere to the following guidelines:

- where possible it shall publish a list of visits (and their approximate cost) at the beginning of the academic year so that parents can plan ahead
- it will establish 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
- it acknowledges that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and will avoid that method of selection

Voluntary Contributions

- When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trips. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid the full contribution. We do not treat these children differently from any others. Pupil Premium can be used where relevant
- 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 may allow the child to participate fully in the trip or activity. The school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The School provides this information on request
- In the case of Residential trips when the School has to make a commitment in advance, any deposit and payments received from the parents will be non-refundable

The following is a list of additional activities organised by the School, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- school trips
- musical events
- School trips and residential programs held in school time: the board and lodging element of any residential or outdoor education program
- Activities held outside school time: the full cost for each student of journeys, trips and residential fees in the UK and abroad which take place at weekends or during holidays, where these are deemed to be optional extras
- Materials: the cost of ingredients or raw materials used by students to make food or technology products where the product will be the property of the student
- Acts of vandalism or negligence: part or all of the cost of repairs or replacement for loss or damage to buildings or equipment where this is the result of vandalism or negligence by one or more students
- Examination fees: part or all of the cost of entry for an examination, either where the School considers the examination unsuitable for the student or where the student fails to complete all of the requirements for the examination without evidence of a good reason, such as a medical certificate

Any charge made for trips or activities will include insurance costs and appropriate assessments of risk via the School's risk management tools.

The school may charge for optional, extra activities provided outside of the school day, for example, sports clubs run by external organisations.

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/ small group music tuition if this is not part of the National Curriculum. Peripatetic music teachers are employed by the school and the parents are charged for these lessons on a termly basis. Parents are provided with information about additional music tuition at the start of each academic year

Swimming

The school organises swimming lessons for children in Year 4. These take place in school time and are part of the National Curriculum.

Lettings charges

The finance officer is responsible for raising invoices for lettings on a termly basis.

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 or won't. The school always subsidises school trips.

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

Eligible Benefits

Parents who are in receipt of Free School Meals or qualify for pupil Premium may be entitled to support for some of the charges. All discussions relating to individual family's financial circumstances will be confidential.

Malicious Damage

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.