

# Highwood Primary School



*Promoting Resilience - Achieving Potential*

## Charging and Remissions Policy

**Approved by: Resources Committee**

**Prepared: October 2023**

**Next review due by: October 2024**

## Introduction

The Governing Body recognises the valuable contribution that a wide range of additional activities such as clubs, trips, residential activities and musicians can make towards pupils' personal and social education. All education during school hours is free (including the supply of any materials, books, instruments or other equipment). We do not charge for any activity undertaken as part of the National Curriculum with the exception of swimming, where a voluntary contribution is requested.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

This policy has been impact assessed against protected characteristics (race, gender and disability) and no adverse impact has been identified.

## Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## Responsibilities

The Governing Body of the school is responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents may be considered jointly by the Head teacher and Governing Body.

## Charges

### Residential trips

The school organises residential trips during school time. These trips provide education directly related to the National Curriculum. We do charge for the cost of these trips. Those children eligible for free school meals at the time of booking by the school are asked to contribute half the overall cost.

### Music tuition

The school currently uses external companies to provide guitar tuition. There is a charge and this is paid directly to the companies who also administer the bookings.

### Activities outside of school hours

There is a £2 per session charge (free for children on Free School Meals), for after school clubs run by the school. This must be paid in advance at the start of the half term via the School Gateway. Any clubs that are run by outside agencies do incur a charge which is paid directly to them.

### Breakfast and Tea time club

The school runs a Breakfast club from 8am and a Tea Time Club from 3.30pm to 6pm, for which there is a charge payable in advance via the school gateway payment system.

### Damage to or loss of property

In cases of wilful or malicious damage to equipment or loss of school equipment, the Head teacher may decide to make a charge. Each incident will be dealt with on its own merit and at the Head teacher's discretion.

## Lettings

The school will make its facilities available to outside users at the discretion of the Head teacher, and will charge for the cost of providing the facilities, allowing for site management, energy and cleaning. The scale of charges is determined annually by the resources committee and forms part of a separate Lettings Policy

## Remissions

Where the parents of a pupil are in receipt of free school meals, the Governing Body will remit half the cost of the board and lodging for any activity that it organises for the pupil if the activity is deemed to take place in school hours or where it forms part of the syllabus or the National Curriculum.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made or a voluntary contribution is requested. When arranging such an activity, the Governing Body will invite parents to apply in confidence to the Head teacher for the remission of charges in part or in full.

Authorisation of remission will be made by the Head Teacher.

## 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 trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. 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, the child is able to participate fully in the trip or activity. Sometimes 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.

## STEM Workshops

The school, may at times wish to enhance our teaching of STEM subjects by way of teacher led workshops and we invite parents to contribute to the cost of these workshops. The children will be able to take home the item/s they make in the workshop. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel the workshop. If a parent wishes their child to take part in a workshop, but is unwilling or unable to make a voluntary contribution, the child is able to participate fully but they will not be able to take home the item they have made.

## Early Years Nursery Fund

We request that parents of pupils in Early Years make a voluntary contribution of £7.00 per term towards additional resources that are required during their time in Early Years. This can be paid via the School Gateway.

## Monitoring and Review

This policy is closely monitored by the Governing Body. It will be reviewed annually.