

# **NORTH LANCING PRIMARY SCHOOL**



## **Charging and Remissions Policy 2023-2024**

To be reviewed annually



# NORTH LANCING PRIMARY SCHOOL

## CHARGING AND REMISSIONS FOR

### SCHOOL ACTIVITIES POLICY

#### **Purpose of the policy**

The purpose of this policy is to provide clear information about charging and voluntary contributions for North Lancing Primary's school activities.

#### **Introduction**

The Head Teacher and Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils learning and to contribute to their personal development. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

#### **Voluntary Contributions**

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours. North Lancing Primary School follows the West Sussex policy for charging for school activities that mirrors the information given in the Department for Education's advice document published in November 2013 (<https://www.education.gov.uk/aboutdfe/advice/f00213976/school-charging>).

No compulsory charge will be made for any activity which takes place during school hours. Any contribution is entirely voluntary, and the pupils of parents who are unable or unwilling to contribute are not discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

## **Arrangements**

All letters regarding contributions for school activities will make it clear that these are voluntary, and that children of parents who do not contribute will not be treated differently. If any parents have any financial difficulty (no child will be prevented from taking part) they will be invited to talk to the headteacher who will come to an agreed arrangement.

## **Residential trips**

Special rules apply for residential activities.

### **a) In School Hours**

If a residential activity takes place largely during school time (50% or more of the whole time spent on the activity occurs within schools hours), it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel. However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging. Voluntary contributions (as above) will be requested.

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Universal Credit in prescribed circumstances
- Income support
- Income-based Jobseeker's Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, (provided that the parent is not entitled to Working Tax Credit, and their annual Income, assessed by HMRC does not exceed £16,190 for the year 2013/14)
- Guaranteed element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

## **Data Protection of pupils and families.**

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges, which do not identify children who do not contribute.

### **b) Outside School Hours**

An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of school hours. In this case, and for a residential trip, this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision.

Parents in receipt of the allowances identified above have the same entitlements.

## **Charges**

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day.
- After school and pre-school clubs.
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Damage to school property - the cost of replacing any item, such as a broken window or a defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. Authors, musicians, dancers, artists etc.

## **Music Tuition**

There will be no charge for musical tuition if the teaching is an essential part of either the national curriculum. For other musical tuition, charges will be made for individuals or groups to play a musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at school. No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989). Parental agreement will be obtained before the tuition is provided.

## **Ingredients or Materials for Practical Subjects**

On occasions parents will be encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The Governing Body may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, they wish to own the finished product.

**Lost School Equipment, Books etc**

Parents will be expected to replace or pay for the 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.

**Monitoring and Review of Policy**

The Governing Body will review this policy annually, and as necessary due to any changes in legislation.