

# GAINFORD C of E PRIMARY SCHOOL



## Charging & Remissions Policy

<b>Date Adopted by Governing Body</b>	<b>12<sup>th</sup> November 2020</b>
<b>Review Period</b>	<b>Annually</b>
<b>Review Date</b>	<b>September 2021</b>

# **Gainford CE Primary School**

## **Charging and Remissions Policy**

### **Aims and Introduction**

All schools are required to have a policy towards Charging and Remission for activities that take place in and out of school hours. This policy sets out what charges will be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers. It also sets out those activities for which charges will not be made.

Our school aims 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

### **Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set the law on charging for school activities in maintained schools in England.

### **Definitions**

Charge: a fee payable for specifically defined activities

Remission: a cancellation of a charge which would normally be payable

### **Roles and Responsibilities**

The Governing Body of the School is responsible for determining the content of this policy and the Head Teacher for its implementation. Individual instances and situations may occasionally be referred to the Governors Finance & Premises Committee if appropriate.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### **Activities for which charges cannot be made**

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

- An admission application
- 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 student is being prepared for at the school, or part of religious education.

- Tuition for students learning to play musical instruments, if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at school.
- Education provided on any trip that takes place during school hours that is part of the National Curriculum or an examination.
- Supply teachers to cover those teachers who are absent from the school accompanying students on National Curriculum or examination courses.

## **Contributions and Charges**

When activities take place during school hours parents will be invited to make voluntary contributions towards the total costs. Such activities may include:

- Class outings and educational visits
- Groups of visiting actors, musicians, workshops etc.

A pupil will never be stopped from taking part in these activities, because parents/carers cannot or will not contribute. However, the activity may not take place if insufficient voluntary contributions are received to cover the costs of the planned activity. In such instances the voluntary contributions received will be refunded.

Parents/carers will be charged for the cost of some activities during school time. These include:

### **Residential Visits**

This is regarded as an 'optional extra'. A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, entrance fees, insurance, materials and equipment. Information about activities and costs will be distributed to parents/carers well in advance of any trip, to enable financial planning by the family to take place.

### **Materials**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, the school will provide the ingredients and a proportional charge per pupil will be made to help cover costs. Parents should be informed if there will be a charge before the items are made.

### **Music Tuition**

Instrumental music tuition during school hours is delivered by the Durham Music Service. Payments for tuition and the hire of instruments are made by parents directly to the Music Service and not to the school.

Children in receipt of Free School Meals will have their tuition and the hire of instruments paid for by the school, from Pupil Premium funding.

### **Sporting Events organised by Staindrop Academy**

Transport provided to enable attendance at sporting events which have been organised by Staindrop Academy will be provided free of charge as this will be funded through Sport Premium Funding.

### **Extended Services/Extra-Curricular School Clubs**

The school provides childcare services at Breakfast Club and at After School Childcare. Parents are charged for these services and are provided with the current costs in our 'Breakfast Club Information for Parents' and 'After School Childcare Information for Parents' documents and via the school website.

As part of our After School Childcare offer, parents will have the opportunity for their child to either attend the childcare facility or take part in a school club for the first hour 3:30pm – 4:30pm. The cost of the club will be the same as the cost of the first hour of childcare.

Charges for these services are reviewed by the Governing Body on an annual basis and the outcomes communicated to parents.

### **Milk**

Daily cartons of milk are provided to children under the age of 5 free of charge through the Nursery Milk Scheme. Children who are entitled to free school meals will be provided with milk at break time if it is requested by the parent. All other children over the age of 5 years old are charged for milk through Cool Milk. Parents must liaise directly with Cool Milk regarding registration and payment for any milk provided.

### **Breakage, Damage or Loss**

As a school we recognise that accidental damage can occur. However, the school will seek to recover the costs incurred, as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. Damage to books, equipment or the fabric of the building is unacceptable, and we expect that the cost of replacement is not the responsibility of the school, but of those involved in such instances. Charges will be made after consultation with parents/carers and will not exceed the total replacement/repair costs. In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book.

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities which includes associated costs such as heating, cleaning and key holding charges. The scale of charges is determined annually by the Finance & Premises Committee.

### **Friends of Gainford School (FOGS)**

FOGS raise funds through the provision of community events and school activities for children. Staff and volunteers give freely of their time, but children are charged to attend evening discos or other such entertainment. Children usually attend in sufficient numbers to ensure that a profit is made for school funds, which are dedicated to providing additional resources for school, to the benefit of all pupils.

### **Other Charges**

Charges may be made in accordance with the Data Protection and Freedom of Information Act legislation.

### **School Meals**

The Governing Body will publish annually the price to be charged for school meals.

### **Remissions Policy**

In order to remove financial barriers from disadvantaged pupils, the Governing Body stipulates that no child should be treated differently because their parent/carer is unable or unwilling to make a voluntary contribution in respect to an educational activity.

Pupil Premium funding allows schools to utilise financial sources to enable all children to have equality of educational opportunity. Any use of Pupil Premium Funding is at the discretion of the Head Teacher and Governing Body and decisions are made in terms of whether the impact of using such funding to provide equality of educational opportunity is measurable.

### **Refunds**

Where possible, refunds for children who miss out on educational visits due to absence/illness will be given. Each case will be evaluated on an individual basis/case. However, this refund may only be a proportion of the voluntary contribution made. This is due to issues such as:

- Where transport has been provided costings have been calculated upon the total number of children.
- Providers e.g. theatres or workshops may still make a charge irrespective of whether a child has been able to attend.
- Insurance may not cover refunds.