



## Waltham St Lawrence Primary School

### Charging and Remissions Policy

#### Admissions

There is no charge for admissions.

An admission application to any state funded school- paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions' process;

#### 2. School meals

There is no charge for children who are entitled to Free School Meals. Pupils who are not entitled to free School Meals will be charged a set amount per meal decided by Caterlink agreed with LA.

#### 3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

There is no charge for examinations that are not on the set list, but have been arranged by the school.

There **is a charge** of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school (**see Optional extras under section 5**)

#### 4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (**section 8**)

There is no charge for transport during school hours to school-organised activities.

#### **We may charge for:**

- *books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)*
- *optional extras (section 5)*
- *music or vocal tuition (section 8).*

#### 5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports games against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

#### **Optional extras:**

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not:**
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

Externally run clubs that take place outside of school hours will be charged accordingly by the professional companies or individuals, such as Golf Club, Dance Club etc.

### **The cost of optional extras**

The headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteacher on the recommendation of the governing body Resources Committee.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

### **Voluntary Contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children the school invites parents to contribute to the cost. 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 any contribution. We do not treat these children differently from any others. If a parent wishes their child to take part in a school trip or event but is unable to make a voluntary contribution, we do allow the child 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.

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

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to or by a theatre company;
- School trips;
- Musical events;
- Transport expenses for any trips

A voluntary contribution may be asked for as a contribution towards the cost of ingredients and materials needed for practical subjects such as cookery and craft, design and technology if parents have indicated in advance a wish to own the finished project.

## Swimming

The school organises swimming lessons for all children. These take place in school time and are part of the National Curriculum. In order to maintain this beneficial activity voluntary contributions are invited.

## 6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

## 7. Residential activities

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum we do make a charge to cover the costs of board, lodging and travel expenses.

### Our school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

### Our school will charge for:

#### Board and lodging:

when any visit has been organised by the school where there may be a cost for board and lodging. Parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits will be exempt from paying this cost** (see **section 11** for more guidance on remissions.)

#### Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

#### Minibus

Travel in the school mini-bus is free, as all expenses are covered by School Funds.

#### Activities

The school may charge for residential activities that fall **outside** of school hours (**see section 5**)

**8. Music tuition within school hours** Waltham St Lawrence Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the pupil. This includes instruments, music books and exam fees.

Waltham St Lawrence Primary School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

## **9. Extended services**

Waltham St Lawrence Primary School is dedicated to providing a well-rounded and extensive education for our pupils, which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g., by providing access to extra support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

We provide extended services such as Breakfast Club which we charge to cover the cost of staff running the club, food and drinks for breakfast, materials and resources to run the club or activities for the children. The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Staff members who have children in school and choose to use extended school services such as Breakfast Club or After School Care Club will be charged 50% of the cost. Children of supervisors should not be charged.

## **10. Damage to property and breakages**

Where school property has been wilfully damaged by a pupil or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headmaster and dependent on the situation.

## **11. Remissions and concession**

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. Support for cases of hardship will come through School Funds.

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

No child will be excluded from participating in a school visit due to the financial hardship of their parents/carers. In the case of residential visits the school will use the Benevolent Fund at their discretion to subsidise visits. The Benevolent Fund is in turn subsidised by the Waltham St Lawrence Village Charities to whom the school applies for support.

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit. An income related employment and support allowance that was introduced on 27 October 2008;

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

## **12. Voluntary contributions**

The school, school governing body, or Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

**There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.**

### **Inability or unwillingness to pay**

Waltham St Lawrence Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

### **Monitoring and Review**

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

**Policy dated: September 2022**

**Policy Review Date: September 2023**