

# White Laith Primary School

## CHARGING AND REMISSIONS POLICY

**Agreed by Governors:** November 2023

**Review Date:** November 2026

### **Safeguarding**

At White Laith we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Ensuring good behaviour is particularly important for this. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at White Laith. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

We also exercise this responsibility by educating our children so that they grow in their understanding of their rights and responsibilities to themselves and others, in safety consciousness, and, in their maturity and abilities to keep themselves and others safe.

We perceive this to be part of our role in promoting British values

### **Introduction**

This policy has been formulated within the law covering charging by schools.

### **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 are responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

### **Prohibition of Charges**

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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 pupil is being prepared for at the school, or part of religious education;
- tuition for pupils 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 pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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 trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

### **Publication of Information**

This policy will be made available to parents.

### **Charges**

The school will charge for:

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for: travel, materials and equipment, non-teaching staff costs, entrance fees, insurance costs
- individual tuition in the playing of a musical instrument
- re-sits for public examinations where no further preparation has been provided by the school
- costs of non-prescribed examinations where no further preparation has been provided by the school
- any other education, transport or examination fee unless charges are specifically prohibited

- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- extra-curricular activities and school clubs.

Where a charge is made, the charge will normally represent all those costs we are allowed to charge for. However, the school may choose to charge a smaller proportion of these costs at the discretion of the head teacher.

Any remissions to these charges will not normally be more than the statutory minimum

(see **Remissions** below).

In cases of hardship, the head teacher is empowered to remit some or all of the charges where this is possible.

If the costs of any visit or journey are not fully met because of remissions or insufficient voluntary contributions, the head teacher has discretion to meet some or the entire shortfall from school funds subject to the limits on authorising such payments in force at the time. If the limits are exceeded, the subsidy must be approved as required by the financial control arrangements.

If any child's parent fails to pay the charge being levied by the school, the school must make alternative provision for the education of that child while the visit or journey is taking place. How this is done will be decided on a case by case basis by the head teacher.

### **Remissions**

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 charges for board and lodging costs during residential school trips.

The relevant support payments are:

1. Income Support;
2. Income Based Jobseeker's Allowance;
3. Support under part VI of the Immigration and Asylum Act 1999;
4. Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed the prescribed amount for the financial year to which this policy applies;
5. The guaranteed element of State Pension Credit.

In respect of (4) above account will be taken of any revision to the amount as advised by the Authority.

### **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following:

1. all residential school trips where parents are entitled to remissions of charges for board and lodgings costs;
2. any other activity which, in the head teacher's opinion, could not otherwise be offered unless voluntary contributions are made.

The purpose of the voluntary contributions will be to allow the activity to take place and to maximise the educational opportunities offered to all children. The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge in addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.