



Pilsley Church of England Primary School

Charging and Remissions Policy

Introduction

The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfE guidance.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Policy Statement

During the school day all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between school and the activity. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge in the form of voluntary contributions.

Prohibition of Charges

The Governing Body recognises 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 a pupil is being prepared for at the school, or a part of Religious Education
- Tuition for pupils to learn to play musical instruments if the tuition is a part of the National Curriculum
- 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 a pupil is being prepared for at the school, or a 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 Authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Governing Body or Local Authority has arranged for pupils to be educated
- Transport provided in connection with an educational trip

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 have to 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 unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras':

- Visits to museums / places of interest which are linked to the children's topic / learning
- Sporting activities which require transport expenses
- Outdoor adventurous activities
- Musical events

On occasion, curriculum enrichment activities may take place on the school premises such as drama workshops, storytellers etc. The school may ask parents for a voluntary contribution towards this cost. In terms of voluntary contributions in Early Years, we recognise and follow the LA Provider agreement.

When calculating the cost of optional extras, Pilsley CE Primary school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

We will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place

during school hours, we will not charge for the cost of alternative provision for those not participating. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

Residential Visits

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 not make any charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

Nursery charges

There is a charge of £18 per three-hour session for children in nursery who aren't yet eligible for the 15 hour nursery funding or for children who wish to attend extra sessions. We charge £3 per day to cover the cost of extra mid-day supervision for those nursery children who wish to stay for lunch. Nursery children are offered the choice to bring their own packed lunch or pay for a school meal (£2.30). If a nursery child is off sick or on holiday, the school will still charge parents for the sessions missed. Parents are invited to make a small voluntary contribution towards the cost of providing snacks for the children during sessions. Children whose parents have not made a contribution will still be provided with a snack.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual and group music tuition if this is not part of the National Curriculum. These charges are set by the external music teachers and liaison and all communication regarding lessons and charges is between the parent and the music teacher.

Swimming Lessons

The School do not make a charge for swimming lessons as these take place in school time and form part of the National Curriculum. We will inform parents/ carers when these lessons take place and ask for written permission for the child to take part in lessons.

Free School Meals

Could your child be eligible for free school meals?

In these difficult financial times, we want to make sure you're getting all the help you're due. A lot of people don't claim free school meals even though they're entitled. That's why Derbyshire County Council launched a campaign to encourage people to check if they're eligible. You don't need to

worry about other children knowing your child gets free school meals. Only the school and catering staff will know.

You could save £400 a year for each child and your children could benefit from a good hot meal at lunchtime. The school will benefit too – they'll get the pupil premium of £1,385 a year from the government for each child on free school meals.

Your child may be able to get free school meals if you (or the young person themselves, where appropriate) get any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit* and have an annual gross income of no more than £16,190)
- *You can get this help if you get Working Tax Credit and you are in the four week 'run-on' period where your WTC is due to stop because you have stopped work or reduced your hours.
- Universal credit- you will not be eligible if you are claiming Working Tax Credit.

Governing body approval

Date Last Reviewed: May 2022

Next Review Date: May 2023