

ST ANDREW'S METHODIST PRIMARY SCHOOL



Charging & Remissions

Reviewed: November 2023

Headteacher

Date:

Chair/Vice Chair of Governing Board

Date: November 2023

Date of Next Review November 2024

This policy has been scrutinized to ensure it meets the requirements of the single equality duties. The school will make every reasonable adjustment to comply with the duties and actively avoid discrimination.

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. The Governors believe that activities such as educational visits (or visitors) are an extension to, and an enrichment of the curriculum. They have adopted the LA Policy of asking for voluntary contributions from parents to support these activities. The policy is reviewed annually.

Legal Background

The Education Act (1996) introduced sets out provisions on charging for school activities. The purposes of these provisions are:

- to maintain the right to a free school education.
- to ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost.
- to give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- to confirm that school may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours.

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 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 an essential part of the National Curriculum.
- entry for a prescribed public examination, if the pupil has been prepared for it 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 the schools basic curriculum for 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 provided in connection with an educational trip

Voluntary Contributions

When organising school trips and visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, it may be necessary to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid a full contribution. We do not treat these children differently from any other.

If a parent/carer wishes their child to take part in a school curriculum trip or event, but is unwilling or unable to make a voluntary contribution, we will allow the child to participate fully in the trip or activity.

The following is a list of additional activities organised by the school which require voluntary contribution 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 the theatre;
- School trips;
- Musical events;
- School visitors where a cost is involved to the school

Non-Curricular Trips

Trips which are organised solely for the purpose of enjoyment and which are not a part of the school’s curricular offer will incur a charge, as this is beyond the scope of our main school budget.

For pupils whose parents are in receipt of eligible benefits, or who we deem otherwise in hardship, the Headteacher may authorise payment for a non-curricular trip.

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. However, we do suggest a voluntary contribution to cover the costs of board and lodgings. Parents and carers who receive free school meals are given a reduction in the cost. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled.

Remissions Policy

Support for non-curricular trips may be granted to parents who are in receipt of one of the following:

- Job Seekers Allowance
- Universal Credit
- Pension Credit
- Or who are a refugee or asylum seeker

NB: This list is not exhaustive and support may also be provided dependent on a family's individual circumstances.

In some cases, at the Headteacher's discretion, trips may be fully or partially funded from the school budget or from the school fundraising account

Swimming

The school organises swimming lessons for children in Year 4. These lessons take place in school time and are part of the National Curriculum. We do, however, ask for a contribution towards the cost of the transport. We inform parents/carers when these lessons are to take place, and we ask parents/carers for their written permission for their child to take part in swimming lessons.

Snacks

The school currently offers milk for parents to purchase for consumption mid-morning. These are offered at cost price to parents who pay termly. Children who are entitled to Free School Meals receive free milk if this is requested. All children under 5 receive free Milk.

Uniform

Branded school uniform can be bought from Brigade. However, there is no requirement that children must wear branded items of clothing. Generic school uniform, such as that sold in supermarkets, is acceptable as long as it follows our school uniform code. We are always able to support any family who may need school uniform for whatever reason. We have a large stock of pre-worn uniform which is available for parents/carers in the school reception.

Letting Charges

The school currently does not have any lettings. In the event of a letting, the Finance Manager is responsible for raising invoices for lettings on a termly basis.

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we will publish a list of visits (and their approximate cost) at the beginning of the term so that parents can plan ahead.
- We have established a system for parents/carers to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.