



## Charging and Remissions Policy Cockfield CEVC Primary School

### **Introduction**

The purpose of the 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.

Cockfield Primary School wishes to make a broad programme of activities accessible to as many pupils as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school budget. It also defines other circumstances when the school may wish to ask for voluntary contributions.

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

### **Definition**

The school day is defined as: 8:50 am – 3:20pm. The midday break does not form part of the school day.

### **Responsibilities**

The Head teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

### **Policy statement**

#### Charging:

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 the school and the activity. Charges levied for educational visits and excursions or for visitors and special guests to the school will represent the actual cost of providing the trip. No profit will be made.

Once a trip has been paid for, there will be no reimbursement for absentees on the day unless there are exceptional circumstances which will be decided upon at the discretion of the Head teacher.

Extracurricular clubs that are provided for by external providers will have charges. All pupils who wish to participate in these clubs will have to agree to the charges and pay at the beginning of each block of sessions unless the costs are being met through Pupil Premium or the Sports Premium. The provision of 'free' clubs will be reviewed by the Head teacher termly.

Music lessons outside school hours are charged at the full cost to each pupil deemed to be optional extras e.g. guitar lessons.

After School Care and Breakfast Clubs are charged to parents at an agreed rate. These fees will aim to cover the cost of staffing and resources only. Any profit will be used for games/materials/cooking ingredients. It is recognised that this provision operates at a 'loss' the majority of the time but its main purpose is to provide parents with Wrap Around Care. Parents will be expected to pay for this service promptly and within 30 days of receiving their invoice.

#### Voluntary Contributions:

We will make a charge in the form of voluntary contributions.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Any shortfall is to be met from the school budget.

On a voluntary basis, parents may contribute to the cost of ingredients and materials for use in Art and D.T. This assumes that the parents will own the finished product.

#### Remissions:

In the case of a particular need, remission outside these parameters will be at the absolute discretion of the Head teacher. However, if insufficient funds are available it may be necessary to curtail, amend or cancel activities.

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

#### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example an evening theatre visit, residential visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

#### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

## **Residential Visit**

Charges will be made for board and lodging. Other charges will be made to cover costs if the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

An initial non-refundable deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required. Any non-payment towards the cost of the visit will result in the child not being able to attend the visit.

## **Breakages and Damages**

The Governors are entitled to require parents to pay for the cost of damage caused by the pupil's behaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced text books and musical instruments that are not returned.

## **Government Legislation on charging for school activities -Guidance for school letters**

Under the terms of the Education Reform Act 1988, an activity may not be charged if compulsorily. A voluntary contribution will be requested and the sum suggested specified in the visit letter. The school reserves the right to cancel an activity entirely if there are insufficient funds available.

Families in receipt of income support or family credit should write to the Head teacher indicating their position so that funds to cover the cost of their child's participation may be made available, under the terms of The Education reform Act 1988, from school funds. This information will be treated in the strictest confidence.

Signed \_\_\_\_\_ T Harkin Head teacher

Signed \_\_\_\_\_ Chair of Governors

Date November 2020

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