



Canterbury Road Primary School

Charging and Remissions Policy



Written/adopted: **December 2023**

To be reviewed: **November 2024**

By: **Mr Pye**

The Governing body cannot charge parents and pupils for any activity unless it has drawn up a charging policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The governing body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Chapter 23 of *A Guide to the Law for School Governors* provides further, detailed guidance on residentials, use of mini-buses, public examinations and activities provided during school hours by external bodies.

Status Statutory

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 9am-3.15pm.

What was consulted?

The policy has been informed by *A Guide to the Law for School Governors*.

Relationship to other school policies

The policy complements the school's equal opportunities policy.

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will ensure that the following applies:

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. Occasionally we may ask for a voluntary contribution to cover materials/activities but children whose parents who do not contribute would not be excluded or prevented from taking part in the activity. At the time of writing, the school pays the charges made for teaching individual/groups of pupils in clubs to play a musical instrument. The school holds the right to withdraw this funding at any time with a month's notice period for parents.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example swimming, educational visits, trips and shows.

In these circumstances no pupil will be prevented from participating because his/her parents can not or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity during the school day. Such organisations often charge and the school will ask for voluntary contributions (total cost ÷ by number of children expected to take part) to cover these costs. The event may be cancelled if not enough voluntary contributions are collected. However, a child would not be excluded from the activity because of non payment.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, (e.g. after school theatre trips, family cookery and clubs whether provided by school staff or outside providers). Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus and therefore parents will be charged for these. If payment is not made, then the child/ren will be unable to take part. Parents of children entitled to Pupil Premium funding may be offered reduced prices. Likewise, if there are more than two children in a family, the headteacher may consider a reduction in price. Parents should arrange an appointment with the headteacher to discuss this.

Education partly during the school day

A request for a voluntary contribution is usually made for all school trips and parents who are unable to pay the full amount are able to discuss this with the headteacher and a reduction may be agreed. Parents of children entitled to Pupil Premium funding may be offered a reduced priced trips/events etc. Parents should approach the headteacher to discuss this. Likewise, if there are more than two children in a family, the headteacher may consider a reduction in price.

Residentials

Residential (those that include an overnight stay) are considered to be outside the National Curriculum, nor part of Religious Education and therefore parents will be expected to pay for the trip in full. If parent/s choose not to pay the full (or agreed reduced price after discussion with the headteacher), then their child/ren will not take part in the trip and will attend school on those day/s where activities will be provided.

Charges will be made to cover board, lodging, activities and occasionally travel. Parents will be given the opportunity to pay in instalments and to discuss contributions with the headteacher. If parents are unable to pay in full for the residential trip or any travel costs due to financial constraints, the headteacher may authorise a reduction of the costs. Parents of children entitled to Pupil Premium funding may be offered a reduced price. Likewise, if there are more than two children in a family, the headteacher may consider a reduction in price. If insufficient funds are raised, the trip may be cancelled.

Calculating charges

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

Arrangements for monitoring and evaluation

The Finance monitoring pair of the governing body will monitor the impact of this policy by monitoring annually, at the end of the financial year, those activities that resulted in charges being levied, the subsidies awarded and the source of those subsidies.