



# Charging and Remissions Policy

This policy was reviewed by: Vicky Brown

This policy was adopted by the Governing Body in Summer 2023

It will be reviewed Summer 2024

*"For learning, smiling and remembering"*

The Governors of Avondale Primary School believe that all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This policy describes how the school will best ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

The policy identifies activities for which:

- **Charges will not be made.**
- **Charges will be made**

### **1. Admissions**

Admissions are co-ordinated by the local authority. There is no charge for admissions.

### **2. School meals**

There is no charge for children who are entitled to free school meals or universal infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount meal decided by the Governing Body. **For 2023 - 2024 the cost per day is £2.40.**

### **3. Voluntary contributions**

The School may seek voluntary contributions in order to offer a wide variety of experiences to pupils and curriculum enhancement opportunities. All requests for voluntary contributions will emphasise their voluntary nature. Pupils of parents who do not make such contributions will be treated no differently from those who have.

#### ***The Law states:***

If the activity cannot be funded without voluntary contributions parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

#### **Activities when Voluntary contributions are requested may be**

- a) When organising school trips, visits or activity which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of entrance and transport and the employment of staff to deliver activities. The contribution will not exceed the actual cost.

#### **4. No charges will be made for**

- a) Education provided during school hours is free. The school does not charge for any part of the National Curriculum.

#### **Activities for which charges may be made**

##### **5. Activities that take place during school hours (this does not include the break in the middle of the school day)**

There is no charge for activities during school hours with the possible exception of music tuition (**section 7**).

The School organises swimming lessons for some year groups in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place. There is no charge for transport during school hours to curriculum swimming sessions.

##### **We may charge for:**

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 4**)
- music or vocal tuition (**section 7**).

##### **6. Activities that take place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools

##### **Optional extras**

The school may charge for optional extras. Optional extras are:

- education provided outside of school time that is **not** part of the National Curriculum
- board and lodging for a pupil on a residential visit.
- curriculum enhancement opportunities
- After school sports clubs

##### **The cost of optional extras**

The headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteacher on the recommendation of the finance committee. The charges, when determined, will be published on the school's website and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Activity or items which will or may be charged for	Notes
<p>Charges may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them;</p> <p>Parents may also be asked to provide ingredients for their child to support a lesson where the child takes the end product home</p> <p>Parents may be charged for extra revision books</p>	<p>Ipads, School Photographs, DT resources</p> <p>DT Weeks</p> <p>Year 6 SATS revisions</p>
<p>A contribution to the cost will be made for music tuition</p>	<p>The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra for an individual pupil or groups of pupils</p>
<p>A contribution will be made for all after school activities, other than sports and music which incur staff costs and/or resources used.</p>	<p>The cost, or a proportion of the costs, for staff employed to provide such activities. Consumables used eg, healthy eating, pottery and art.</p>
<p>Charges will be made for the board and lodging component of a residential trip</p>	<p>The charge will not exceed the actual cost</p>

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

### 5. Activities that take place partly during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 3**. Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no

charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

## **6. Residential activities**

**Our school will charge for:**

### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 10 for more guidance on remissions).**

### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

### **Residential activities during school time**

For residential trips deemed to take place during school time no charges may be made for any part of the trip other than for the board and lodging and transport costs of that trip. A voluntary contribution may be asked for the enhancement activities but this is optional.

### **Residential activities outside of school time.**

If a residential activity takes place outside of the school day then the full cost of the trip can be charged for. Charges will not exceed the actual cost (per pupil) of provision.

## **7. Music tuition within school hours**

Avondale follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s)

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum

## 8. Extended services

Avondale is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The school provides a Breakfast Club which opens at 7:45am each morning for which the charge is agreed by the Governing Body.

For 2023-24 the cost per week is £15, a daily rate of £3 is available.

School also operates an after school club and the cost is £8.

Places for either club can be booked via the school office or by contacting [outofschoolclubs@avondale.blackburn.sch.uk](mailto:outofschoolclubs@avondale.blackburn.sch.uk)

## 9. Damage to property and breakages

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

## 10. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who are able and willing to prove that they receive one or more of the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. Parents should contact school if they think that they are eligible in these cases.

For residential visits that occur during, or mainly during, school hours (*see Charging and Remittance advice - Information for Governors*) the school will pay the amount charged by the provider for anything other than board and lodgings.

The headteacher and chair of governors will authorise the remission of charges.

The school **may** choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

## **11. Voluntary contributions**

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education. School or the PTFA will often subsidise such events. These may include:

- Educational Visits within school hours
- Ingredients and/or materials for items to be made at school in lessons and subsequently taken home
- Visiting speakers / performers / workshop leaders who have been engaged by the school to lead specialist activities.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## **12. Inability or unwillingness to pay**

Avondale is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

### **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 the school will try to adhere to the following guidelines:

- Where possible publish a list of visits at the beginning of the term so that parents can plan ahead
- There is an opportunity for parents to pay in instalments
- That children who qualify for the pupil premium grant will be entitled to two subsidised (non-residential) school trips annually.

- It is acknowledged that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and this method will only be used if there is a restriction on places available.

**This policy will be reviewed annually.**