



# Charging and Remissions Policy

<b>Policy Status</b>	Final Policy
<b>Responsibility for this policy lies with</b> (Headteacher, Full Governing Body, Curriculum or Finance & Resources Committee)	Finance & Staffing Committee
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## Our Aims

Edward Pauling Primary School supports the principle that the school curriculum be available to every child and that changes should not limit any child's access to the curriculum. Any school visits or activities will be planned with a view to making them accessible to as many pupils as possible. Where charges are levied they will be fair and easily understood by all. As much notice as possible will be given to parents when identifying a cost for a school visit.

No charges will be made for activities that form part of a prescribed syllabus of the National Curriculum (e.g. swimming).

## Where charges Can Be Made

### Trips and Visits

Charges will be made for board and lodging on residential trips whether they are deemed to fall inside or out of school hours. Children's entitlement to the National Curriculum is not affected by not participating in the activity. Remission of charges for board and lodging is possible for families on family credit (Universal Credit or children on benefit related eg FSM) Please contact the school for further support.

Charges will be made for visits or activities that are wholly or mainly outside school hours. This might include activities linked to any after school clubs operated by the school. Voluntary contributions are invited for visits and activities which take place in school time. No pupil will be excluded because of the parent's inability to pay. On some occasions it may prove necessary to cancel the trip for all pupils if voluntary contributions do not meet the total required to cover costs. Governors review the cost and frequency of visits to ensure that the overall cost is not prohibitive to a vast majority.

When calculating the cost, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided
- The cost of buildings, accommodation and transport
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- Non-teaching Staff
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide the optional extra activity, divided by the number of pupils participating
- Administrated banking costs associated with providing the optional extra

A proportion of Edward Pauling families are on income support and a variety of other benefits. It is therefore impossible for us to subsidise or pay for the children of all these families whenever a trip or special activity is organised. To overcome this difficulty we do the following:

- Insert a standard paragraph into every letter which offers a trip or activity
- Keep the cost of trips to a minimum
- Invite theatres, speakers etc. into school

The standard paragraph invites families experiencing financial difficulties to make themselves known to the school. The free school meals information is usually used to judge the validity of a request. In genuine cases a contribution towards the cost is made. **The Headteachers decision is final about which families are eligible for support.**

## **Damage to School Property**

Charges will be made if a school book is lost or damaged while in the care of the child (e.g. at home). Charges will also be made for school property (e.g. rulers, books etc.) which is deliberately damaged or destroyed. The charge is based on the replacement cost.

## **Materials in Practical Lessons**

Voluntary contributions may be sought to provide materials used during practical lessons such as cookery, DT, art etc. The charge may be in the form of voluntary provision of raw materials (e.g. ingredients). Charges may also be made for a completed item which is taken home and becomes the property of the child (e.g. a piece of sewing or a model).

## **Book Clubs, Sweat Shirts, Book Bags, Photographs etc.**

The school also organises the sale of items such as those listed above. The sales are made as a service to the parents and therefore do not come under the scope of this policy.

## **Breakfast club, Ted's After School Club, After School Clubs**

Following the guidances from the DfE, the Governors will recover the costs of providing these extended services directly from those who use them. The level of charging therefore will be based on actual costs and will be reviewed as required.

Letters are sent out in advance to notify parents and Carers of what is available and the cost for each session or term.

For regular activities, the charges for each activity will be determined by the headteacher or Governing Board and regularly reviewed. Parents and Carers will be informed of the charges in good time.

## **Procedures for Charging**

### **Class based activities**

Teachers plan visits and activities which will extend the children's experiences. The procedures for planning a trip are set out in the School's Trip Procedures Guidance. The costs for the trip are worked out and a charge agreed. The charge will never be altered after this point. Where the cost is deemed to be high an initial letter is sent to parents to see if enough are willing to pay the amount. In the event of little interest being shown the trip may be cancelled at this stage.

A second letter is sent to parents which requests the money and in which the parents give their permission for the child to join in the activity. An opportunity is given to parents in this letter to approach the school for assistance. This is another point at which the trip may be cancelled.

If the trip goes ahead no child will be excluded because of inability to pay.

### **School based activities**

We try to keep charges to a minimum. Letters are sent to parents explaining the event and contributions are invited. In the event of the contributions not reaching the full cost the school may fund the difference.

No child will be excluded because of an inability to pay.

## School Trip Refunds

**All initial deposits for school trips will be non-refundable.** Parents will be informed of this when they are provided with initial information about the trip. In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.

In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. In the event that the cost of the trip goes down, a refund will be given where the excess is greater than £1 per pupil.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.