



DEANESFIELD PRIMARY SCHOOL

Charging and Remissions Policy

1. Introduction

Deanesfield Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is 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
- charges may be waived

2. Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law says:

- If the activity cannot be funded without voluntary contributions the 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.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

No charges will be made for:

- 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 the school's basic curriculum for religious education;
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum;
- Education provided on any trip off-site that takes place during school hours unless an on-site opportunity is provided as an alternative.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transport provided in connection with an educational trip.





3. Activities for which charges may be made:

- Activities outside school hours;
- Non-residential activities (other than those listed in 1 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours);
- Residential activities - All board and lodging costs (but only those costs) of residential trips deemed to take place during school time;
- Music tuition - Music tuition for individuals or groups;
- Loss and Damage to School Property – Parents of a pupil who damages or loses any item of school property or equipment, including, for example, library books, reading books, windows or computer software, are liable for the costs of repair or replacement. This formal statement has to be made available to all parents. In reality, any problems are usually resolved very amicably.

It is the policy of Deanesfield Primary School that charges will (or may) be made as indicated below.

Parental agreement will be obtained before a charge is made. Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as ‘optional extras’. Charges will not exceed the actual cost (per pupil) of provision.

Activity or trip for which a charge may or will be made	Notes	Financial Aid Pupil Premium Support
Charges will/may be made for any materials, books, instruments or equipment where a parent wishes their child to own them	E.g. A clay model – a charge to cover the cost of the clay. Cooking outcomes – a charge may be made for ingredients	
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	Pupil Premium support for 50% of the cost
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Pupil Premium support for 50% of the cost per residential trip
Clubs	1 club per child in Summer Term	Pupil Premium support for 50% of the cost





End of Term/Year Celebration Trips	These trips do not form part of the National Curriculum. Alternative celebrations will be provided for those children who are not in receipt of Pupil Premium and whose parents are unable or unwilling to voluntarily meet the charge of any offsite trip.	Pupil Premium support for 50% of the cost
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4. Pupil Premium

The Pupil Premium is additional funding given to schools so that they can support their disadvantaged pupils and close the attainment gap between them and their peers. In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

Families will qualify for Pupil Premium support if they are eligible for Free School Meals. Families wishing to apply for Pupil Premium support need to contact the Inclusion Manager through the school office.

5. Before and After School Care Club & Nursery

Since September 2014 (Nursery) and January 2015 (BSCC & ASCC) the school in support of parents has made additional childcare provision available. The terms and conditions of this childcare can be found in the relevant club information. Where appropriate, following discussion and approval by the Inclusion Manager Pupil Premium children may be offered assisted funding to access a place in these clubs.

The fee for the clubs is collected half-termly. In the event of late collection, a fine of £10 per ½ hour per child will be imposed. After 6pm, this will rise to £20 per 15 minutes per child to cover the cost of overtime for the Site Manager as well as care workers.

6. 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 shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents 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, with prior agreement of school.
- 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.

