



Charges and Remissions Policy

Approved by Governing Body

31.10.17

Review Date

31.10.19

Charges & Remissions Policy

Salisbury Primary School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Please also refer to Salisbury Primary School's Safeguarding and Child Protection Policy.

Salisbury Primary School is a fully inclusive school, committed to promoting equality. Please refer to Salisbury Primary School's Equality policy.

1 Introduction

The Education Reform Act (1988) introduced new provisions on charging for school activities. The purposes of these provisions are:

- to maintain the right to a free school education.
- to ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost.
- to give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- to confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours.

At Salisbury Primary School, all education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

2 School Meals

2.1 School meals are available at Salisbury Primary School and are delivered by our outside caterer Aspens. All children in Reception, Year 1 and Year 2 can have a school meal every day without charge under the Universal Infant Free School Meals scheme. Paid for meals for those children in Years 3, 4, 5 and 6 are charged at £2.10.

3 Voluntary contributions

3.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

3.2 The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.

Salisbury Primary School

- 3.3 Subsidies from various sources e.g. School Fund, PTA, voluntary organisations, will be considered to cover deficits. Surplus finance will be used via school fund for the benefit of the children.
- 3.4 Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.
- 3.5 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Additional costs may be funded through School Fund in order to support the visit. However, the school reserves the right to cancel such an activity if insufficient contributions have been made. If an activity is cancelled, then any contributions, excluding non-recoverable deposits already paid to a third party, received for that activity will be reimbursed in full.
- 3.6 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
 - sporting activities;
 - outdoor adventure activities;
 - visits to or by a theatre company;
 - school trips;
 - musical events.
 - transport
- 3.7 Parents have a right to know how each trip is funded. The school provides this information on request.

4 Residential visits

- 4.1 If the school organises a residential visit, we make a charge to cover activities, board & lodging and travel expenses. However, we do remit the cost of board and lodging for children in receipt of Free School Meals. Parents of children who receive free school meals are offered the option to make a reduced payment. Governors may further remit a proportion of the cost of the residential trip to make it accessible to most parents.

5 Music tuition

- 5.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 5.2 The school reserves the right to make a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We would give parents information about any additional music tuition, should it be made available, at the start of each academic year.

6 Swimming

- 6.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity.

7 Before & After School and Creative Activities

- 7.1 The school offers additional activities before and after school. Morning Activities Club is currently offered at the school through Sports Plus Ltd at £2 per session. We reserve the right to make a small charge for after school sessions.

8 Breakages

- 8.1 Governors reserve the right to impose a charge on any parent for breakages of property, damage or loss of books or equipment.

9 Chargeable Activities and Remissions

- 9.1 When arranging a chargeable activity, parents will be invited to apply in confidence for consideration of a remission of the payment. Governors will take into consideration the following when assessing the level of remission that may be allowed:
- *A pupil eligible for free school meals* is entitled to the remission of the board and lodging element of a residential trip (LA guidelines). Authorisation of remission of payment will be made by the Headteacher in consultation with the Chair of Governors.
 - *Financial Hardship*. Governors will apply 50% remission to all applicants on an event-by-event basis. If the requests for remission exceed funds available, then the percentage will be reviewed.

10 Arrangements for Monitoring and Review

- 10.1 Governors will monitor the impact of this policy. The Business Manager will be responsible for providing Governors with an annual financial report on those activities that resulted in charges being levied, remissions awarded (without giving names) and the source of funding for any subsidies applied.

APPENDIX A: DFE GUIDELINES 2014

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf