



**The Clara Grant Primary School**  
**Charging & Remissions Policy**

**Policy Review Date: March 2024**

### **Introduction:**

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This 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.

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed every two years by the school Governing Body's Resources Committee.

### **Aims and Objectives: The aims of this Policy are to:**

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/carers.
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

### **Legislation and guidance:**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

### **Definitions:**

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

### **Roles and Responsibilities: -**

- The governing board - has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy. Responsibility for approving the charging and remissions policy has been delegated to the Resources Committee

Monitoring the implementation of this policy has been delegated to the Resources Committee

- Headteachers: - The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.
- Staff - Responsible for implementing the charging and remissions policy consistently notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies The school will provide staff with appropriate training in relation to this policy and its implementation.
- Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

### **Payment Method:**

Payments to the school are made through ParentPay ([www.parentpay.com](http://www.parentpay.com)) and the school will provide all parents with registration details. All payments are to be made using ParentPay. ParentPay will also have the latest charges, terms and conditions for each payment item, existing and new.

### **Activities without charge:**

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum.
- Instrumental and vocal music tuition, which is part of the National Curriculum.
- Swimming - The School organises swimming lessons for all children in KS 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. Parents would be expected to provide a basic swimming kit.
- Breakfast Club - Children entitled to a Free School Meal are not charged for Breakfast club
- After School Activity Clubs (3:00-4:00pm) The School will aim to provide at least three activities each evening to support children's wider interests and to help working Parents. The clubs are free of charge.

### **Voluntary contributions:**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions When organising school trips or

visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to 50% of the cost of the trip. All contributions are voluntary:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

### **Activities we charge for:**

The school will charge for the following activities:

- **School Journey** - A proportion (at the school's discretion) of the cost of the annual school journey for KS2 pupils is met by the school. However, parents are asked to contribute towards the cost of some expenses, such as board and lodging during the time away. Pupils, whose parents are in receipt of Income Support, Income based Jobseekers' Allowance, support under part VI of the Immigration Act 1999 or Child Tax Credit, provided that Working Tax Credit is not also being received, will be asked a portion of the cost. This is currently set at 50% but the school reserves the right to change this at any time. Families that are finding payment difficult may seek remission from the school, and any amount granted is entirely at the head teacher's discretion. All payments are to be made through ParentPay, and the school expects all payments to be made within the stated deadline. Late payments may result in the child being removed from the school journey
- **Damage/loss to property** - Charges will be levied in respect of wilful damage, neglect or loss of school property (including premises, equipment, books or materials) belonging to the school or third party, where the cost has been recharged to the school. The charge will be the cost of the replacement or repair or a lower cost subject to the head teacher's discretion.
- **School equipment** - Charges will be made to pupils for the purchase of consumables needed to partake in some activities i.e. swimming caps, gum shields. The goods will be subsidised by the school.
- **School Meals** - School Meals will be charged at the rate set by the local authority for pupils. Adults will be charged at the rate set by the local authority plus VAT and a small administration charge.
- **Staff Meals** - Staff can purchase a school meal, the price charged is at the school's discretion. It is to be pre-booked and paid for through ParentPay. The deadline for a meal to be booked on the day is advised on ParentPay in the "Staff Dinner" description.

- **Breakfast Club** - Morning Club is charged at £1 per child per day All children must be pre-booked for each day they attend Morning Club. Failure to pre-book your child may result in the school declining entry for that child. All Morning Club details are on ParentPay, and all places are booked through ParentPay.
- **Passport & Other Government Verification Requests** - The School is able to provide references or letters for children who are attending the school. For certain applications a qualifying period maybe required. There is an administrative charge of £10 for each specific item requested or simple declarations.
- **Nursery – additional hours** Additional hours may be available for children who currently only attend on a part time basis. Any such requests must be made to the school office and will be reviewed on a case-by-case basis. Where the headteacher confirms that the school is able to meet the need for the additional hours for specific reasons, e.g., in cases of parental study, such hours will be subject to an additional charge of £7.50 per hour or part thereof.

#### Remissions In some circumstances,

In order to remove financial barriers from disadvantaged pupils the school has agreed to offer reduced rates to parents in particular circumstances, this will be at the discretion of the head teacher.

- Remissions for residential visits Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits: Income Support Income-based Jobseeker’s Allowance Income-related Employment and Support Allowance Support under part VI of the Immigration and Asylum Act 1999 The guaranteed element of Pension Credit Child Tax Credit – provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190 Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)