



# Charging & Remissions Policy

## ABSTRACT

The aim of this policy is to set out how charges are applied in relation to school activities. It is our aim to make all school activities accessible to all of our pupils regardless of family income.

APPROVED	Chair of Governors / Headteacher
POLICY DATE	September 2023
REVIEW	September 2025

## GRANGE PRIMARY SCHOOL

### **Introduction**

This policy has been formulated in accordance with Department for Education guidance on charging for Schools.

### **Aim**

The aim of this policy is to set out how charges are applied to parents in relation to school activities, uniform and equipment. The Governing Body of the School is responsible for determining the content of the policy and the Head Teacher for implementation.

The Governing Body recognizes the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that no child should have their access to the curriculum limited by charges.

Therefore, pupils will not be charged for activities that support the broad and balanced curriculum provided by the school. The school, from time to time, will ask parents to make a voluntary contribution to activities or school trips. This will only happen if the school has itself incurred a charge. Pupils will not be discriminated against if they do not contribute. However, if enough contributions are not received, this may result in the activity or trip being cancelled.

We aim:-

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school

### **Charges**

The school will only charge for specific activities. These include:

- School Meals
- Breakfast Club
- Educational Day Visits
- School uniform
- Lost or damaged books
- Breakages and damages
- After school clubs including clubs with an outside provider
- Residential Trips

<b>Admissions</b>	No charge will be made for admission.
<b>School meals</b>	No charge will be made for pupils entitled to free school meals. The school will pay for all pupils not entitled to free school meals an amount determined by the local authority, contractor or Governing Body of the school, as appropriate.
<b>Educational Day Visits</b>	Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum. If voluntary contributions are requested for an activity it

	Should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity. <b>If sufficient contributions are not received, the activity may be cancelled and monies returned to the relevant parents.</b>
<b>School uniform</b>	Examples of correct school uniform are available for parents. The school jumpers, shirts and bag can be purchased from the school office between the hours of 8am – 4pm. The trousers and skirts can be purchased outside the school.
<b>Lost or damaged books</b>	If a child has lost a reading or library book then parents will be asked to make a contribution of £3.50 - £5.00 towards replacement depending on the original cost of the book. If a book has been damaged, we will endeavor to repair it. However, if it is not repairable then a contribution will also be asked for.
<b>Breakages and damages to school buildings, furniture or property</b>	In cases of willful or malicious damage, parents may be requested to replace school equipment, books, or school property, which has been damaged by their child. Each incident will be dealt with on its own merit and at the discretion of the Headteacher.
<b>After school clubs including clubs</b>	At present, the school is meeting the cost of all after school clubs except for cooking club, where parents are asked for a £1.50 per session towards ingredients. After school clubs including Sports, art and games will be charged at £1 per session from January 2023. Pupil premium money might be used to ensure specific children are not excluded from clubs due to parents' inability or reluctance to pay.
<b>Residential Trips</b>	<b>Parents are required to meet 50% of the full cost of the residential visit. Attempts will be made to apply for charitable contributions to bring down the overall cost to all. If this were not successful then the school and Governing Body would contribute to the cost of the trip for everyone from the School budget/pupil premium money (if applicable). The school pays for the transport to the residential trip. If the income for each activity does not meet the overall cost, such activities may have to be cancelled.</b>
<b>Music tuition within school hours</b>	No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc.).  No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc.).
<b>Ingredients/materials for practical subjects</b>	The school provides all ingredients and materials

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.