



# The Lea Primary School and Nursery

## Charging & Remissions Policy

### Policy Sign off

Reviewer	Date	Approver	Date
James Berry/Caroline Glover/Caroline Thomas	Sept 2020	Resources Committee (statutory)	Nov 2020
<b>Next Review</b>		Nov 2023	

### Purpose

The policy is cross-referenced to the complaints procedure, and the data protection, health and safety, pupil discipline, special educational needs and whistle blowing policies.

### Equality impact

This policy will ensure that charges and remissions are applied consistently and fairly, and that they enable all pupils to access provision regardless of their families' financial circumstances. This policy will ensure that no child suffers from unfavourable treatment because of their parents' financial position.

### Who/what was consulted?

The policy has been informed by Charging for School Activities Guidance and supporting legislation. Parents, pupils, staff and the local community were consulted in formulating the policy.

### Relationship to other school policies

The policy complements the school's equal opportunities and child protection policies.

### Roles and responsibilities of headteacher, other staff, governors

The headteacher will ensure that the following applies and that the information is available for parents:

### During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to sing or play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), a charge will be made.

Voluntary contributions may be sought for activities during the school day which entail additional costs (e.g. swimming lessons). In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge but in these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example tennis lessons etc . Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Residential**

Costs for residential trips will be notified to parents at the start of the school year and a payment schedule set up to help parents manage the cost. Pupils who are in receipt of Pupil Premium or Ever6 will be assisted to seek financial support from local charities such as the Harpenden Trust, and James Marshall Foundation. The school endeavours to support all families, and will allow parents to pay in smaller amounts if necessary.

### **School mini-bus**

The school has been fortunate to have the use of Sir John Lawes' minibus fleet for local visits. The cost of mileage alone is passed on to parents for short local trips, such as the weekly swimming lessons. The school will ensure that only the school's pupils or staff may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued by the LA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, the service should not make a profit for the school. Following the outbreak of Covid-19 it is unlikely that the school will be able to use the SJL minibus in the near future due to the need to sufficiently clean the vehicle and ensure social distancing between pupils and the driver.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising. As much notice as possible will be given to parents of the activity and the charge. Parents who may qualify for support are those who are in receipt of Pupil Premium or Ever6. Best value will be sought in planning activities that incur costs to the school and/or charges to parents.

### **Arrangements for monitoring and evaluation**

The Resources Committee of the governing body will monitor the impact of this policy by receiving, on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names), the source of those subsidies, and evidence of impact on pupils' learning.

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:

- We will publish a list of visits at the beginning of the school year/term in the curriculum map so that parents can plan ahead
- Parents can pay in instalments using SchoolComms.