



# Remission and Charging Policy

Reviewed date: Autumn 2018  
To be reviewed: Autumn 2021

# **Wormholt Park Primary School**

## **Remission and Charging Policy Autumn 2018**

### **1) INTRODUCTION**

During the year Wormholt Park arranges educational visits and other optional activities to support and extend work carried out in the classroom. Pupils may visit places of interest such as museums, parks, galleries, theatre etc., and have the opportunity to receive additional coaching in particular subjects or take part in after school activities.

To defer the cost of such visits and activities, the school has adopted a policy of seeking voluntary contributions or applying charges in certain circumstances and these are set out in this policy document.

It is not the intention of the Charging Policy to:-

- a) Place any obligation on a parent to make a contribution or pay any charges that apply; or
- b) Disadvantage any student because of a parent's unwillingness or inability to make a contribution or pay any charges that apply.

However, the school reserves the right to cancel any planned visit or optional activity where insufficient funding is available to defer the costs.

### **2) ACTIVITIES DURING SCHOOL HOURS**

Activities during school hours are considered to be those undertaken during the hours the school is actually in session, excluding the lunch break in the middle of the day.

A charge may be required for:-

- a) Ingredients and materials used in practical subjects where a parent indicates in advance that either they or their child wishes to own the finished product;
- b) Individual tuition in playing a musical instrument;
- c) Activities arranged by a third party during school hours for which a child is being released from school at the request of their parent (In such circumstances any charge arising would be agreed and paid by the parent direct to the third party);
- d) Board and lodging where a school activity involves pupils in nights away from home;
- e) The cost of repairing damage or replacing loss of school equipment caused as a result of a pupil's behaviour; and
- f) The cost of using any alternative transport between home and any other place where education is to be provided when transport from the school is available.

No charges will be made for:-

- a) Any material, books, instruments or other equipment for use in connection with education provided during school hours;

- b) Transport arranged by the school between the school premises and any other place where education is to be provided; and
- c) External visits to museums, parks, theatres, swimming pools, etc., as part of the school curriculum.

However, parents may:-

- If they wish make a voluntary contribution in cash or kind for the general benefit of the school or in support of a specific activity;
- Be asked to make a voluntary contribution towards the cost of theatre visits etc. within school hours where insufficient funding is available within the school budgets to meet the cost of such visits. In such circumstances, however, the school will aim to cover a proportion of the trip costs.

### **3) ACTIVITIES OUTSIDE SCHOOL HOURS**

Activities outside school hours are those where less than 50% of the time taken for an activity (inclusive of any travel time) falls during school hours. (example – overnight museum stays)

A voluntary contribution or charge may be required for:-

- a) Education provided wholly or mainly outside school hours except where such education is provided to fulfil requirements specified in a syllabus for a prescribed public examination, the National Curriculum or statutory duties relating to religious education;
- b) Any optional extra activity in which participation is a matter of parental choice; and
- c) The cost of repairing damage or replacing loss of school equipment caused as a result of a pupil's behaviour.

### **4) SCHOOL JOURNEY TRIPS**

This section refers to trips involving an overnight stay or travel abroad. In 2002, the Local Education Authority (LEA) stopped providing school journey grants in support of students whose parents were on major benefits. The school journey grant from the LEA was only available for one field study trip per year. *erratum*

The school dedicates funds to ensure that all children have an equal opportunity to attend residential school journeys irrespective of family financial circumstances. The average amount available in support of costs is £50.00 per pupil, but this may be increased if individual circumstances merit.

In order to determine a student's eligibility for support towards the cost of a school trip, the parents or student *should* be (but not exclusively be) in receipt of one of the following:-

- Free School Meals
- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance

- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Students who qualify for support must provide appropriate written proof of receipt of benefit to support their application, unless they receive Free School Meals and have therefore already produced sufficient evidence to the LA.

**Subsidy:** as school journeys are considered a valuable extension to the school curriculum in raising achievement for all pupils, as identified in the School Development Plan, a subsidy will be paid for parents who are not eligible for the above support, As this entitles the school to reclaim the VAT on the total cost of the school journey, this subsidy will be up to 40% of the total cost (excluding VAT).

**Appeal procedure:** the criteria will be matched against the claim by the Headteacher. If a parent / carer wishes to appeal against the decision of the Headteacher, they should do so in writing to the chair of the Finance Committee within 10 days of notification,

## 5) PUBLIC EXAMINATIONS

No charge shall be made for entering pupils for prescribed public examinations.

## 6) CALCULATION OF CONTRIBUTIONS AND CHARGES

Where any voluntary contribution is sought or charges applied, the calculation in respect of an individual student will be limited to the actual cost of providing the activity, divided equally by the number of students willing to participate. The actual cost will be based on an appropriate element for:-

- Travel costs, board and lodging where applicable;
- Materials, books, instruments and other equipment;
- Non-teaching staff costs;
- The cost of engaging teaching staff specifically for the purpose of providing an activity where they are employed to provide individual tuition in the playing of a musical instrument or engaged on a separate contract for service to provide the activity (e.g. football coach);
- entrance fees to museums, castles, theatres etc.; and
- Insurance.

The contribution sought or charge applied will not include any element of subsidy:-

- For accompanying teaching staff or teachers who have been involved in the organisation of the activity, unless engaged specifically to provide the activity (as detailed in 7d above);
- For any other students wishing to participate but whose parent(s) are unwilling or unable to pay the full charge; and

- For alternative provision during any part of school hours for those pupils who do not wish to participate.

## **7) NOTICE TO PARENTS OF VOLUNTARY CONTRIBUTIONS OR CHARGES**

Where an activity is being undertaken that requires either a voluntary contribution or charge from parents, they will be advised in writing detailing:-

- The proposed activity and its likely value in educational terms;
- The contribution or charge per pupil;
- Whether or not the activity will take place in the event of insufficient funding.

A sample letter requiring such a voluntary contribution or charge from parents is included in Appendix 1.

### **Review date**

**Finance Committee to Review Autumn 2021**