



# Charging and Remissions Policy

Reviewed:	Summer 2021
Reviewed by:	HT
Next Review:	Summer 2024
Ratified by Governors:	FGB Summer 2021

### **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents of children at Trinity Road Primary School.

### **During the school day**

All activities that relate to 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.

This excludes charges made for instrumental and/or vocal tuition, unless that tuition forms part of the National Curriculum or part of the syllabus of a prescribed public examination.

### **Voluntary contributions**

The school may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Parents may also be invited to make a voluntary contribution for the following:

- educational visits which take place outside school hours, and
- any activity which takes place during school hours. <sup>[L]</sup><sub>[SEP]</sub>

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

### **Remissions**

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals, the school may remit some of the cost of board and lodging for any residential activity (classed as an optional extra taking place outside school hours).

In other circumstances the school will invite parents to apply in confidence to the Head teacher for the remission of charges in part or full. The Head teacher, in consultation with the Chair of Governors where necessary, will make authorisation of remission.

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

We will charge for optional, extra activities provided by the school outside of the school day, for example social and recreational activities. Such activities are not part of the National Curriculum or religious education, nor are they part of a prescribed examination syllabus.

We will charge external individuals and organisations who wish to use schools premises out of school hours either for extended school activities such as Drama, Football or private club activities. See appendix 1

### **Music Tuition**

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Either during school hours or outside them, providing teaching is not an essential part of either the National Curriculum, or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

### **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 unless it forms part of the National Curriculum or part of a syllabus for a prescribed public examination. When such activities are arranged parents will be told how the charges were calculated.

### **Residential School Activities**

Charges will be made for board and lodging only up to the actual cost incurred, in these circumstances no pupil will be prevented from participating because his/her parents cannot make payment, however it is possible that unless sufficient contributions are received to cover the costs incurred, the activity will not go ahead.

### **Calculating Charges**

When charges are made for any activity, whether during or outside 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 cannot. Support for cases of hardship will come through voluntary contributions, and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Charging for Wilful Damage**

Parents will be expected to pay for the cost of repairs/replacements of school property where this is a result of deliberate misbehaviour.

**Monitoring**

The **Combined** Committee of the governing body will monitor the impact of this policy through regular budget monitoring.

The Governing Body may, from time to time, amend the categories of activities for which a charge is made and parents will be advised of any changes in advance.

**Publication of information**

This policy can be found on the school's website and hard copies are available from the school office.

## Appendix 1

### TRINITY ROAD LETTINGS CHARGES

**2020**

Provider	Requirements	Hours	Cost
Profit Making	Community Room	07.30 – 08.45 & 15.00 – 18.00	£12.50
Non Profit Making	Community Room/Halls/ Outside Area	Per Day 08.00 – 17.00	£25.00
Non Profit Making	Halls/ Outside Area	Per Half Day 08.00 – 12.30 <b>or</b> 13.00 – 17.30	£12.50
Profit Making	Halls/ Outside Area	Per Day 08.00 – 17.00	£50.00
Profit Making	Halls/ Outside Area	Per Half Day 08.00 – 12.30 <b>or</b> 13.00 – 17.30	£25.00
Profit Making	Hall/Outside Area/ Classroom	15.00 – 16.30	£10.00 per hour/ HT Discretion