



# **Charging and Remissions Policy**

## **September 2024**

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## Statement of Intent

Firs Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

## 1. Legal Framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996.
- The Charges for Music Tuition (England) Regulations 2007.
- DfE (2018) 'Charging for School Activities'.
- DfE (2017) 'Governance Handbook'.
- Our Funding Agreement.

## 2. Charging for Education

2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the National Curriculum, or part of Religious Education.
- Instrumental or Vocal Tuition, unless provided at the request of the pupil's parents.

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them.
- Music and Vocal Tuition (in certain circumstances)
- Use of Community Facilities; e.g. lettings.

## 3. Voluntary Contributions / School Trips

3.1. We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities and trips. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to contribute, and notify parents whether or not assistance is available.

3.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

3.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

- 3.4. The school operates a number of after school clubs on a daily basis from Monday to Friday. A voluntary contribution of £1 per session (£1.50 for baking club) is requested by the school.

## **4. Music Tuition**

- 4.1. Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size - provided that the tuition is at the request of the pupil's parents.
- 4.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

## **5. Transport**

- 5.1. We will not charge for:

- Transporting registered pupils to or from the school premises for appointments or school some events.

## **6. Residential Visits**

- 6.1. We will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum.

We will charge for:

- Lodgings and food - but the charge will not exceed the actual cost.
- Transport to and from the residential venue - but the charge will not exceed the actual cost.

## **7. Damaged or Lost Items**

- 7.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

## **8. Remissions**

- 8.1. All school trips and visits are subsidised by the school.

## **9. Monitoring and Review**

9.1. This Policy will be reviewed annually by the Headteacher and ratified by Governors.