Chad Vale Primary Charging and Remissions Policy

At Chad Vale Primary School we follow:

- **The policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Board (BSCB) which includes the Government's Prevent strategy.**

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Version control	
November 22 update	Section 15 poverty awareness added (PS) Minor corrections/formatting/numbering added

To be read in conjunction with the DfE advice on charging for school activities https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf

1. CHARGING AND REMISSIONS POLICY STATEMENT

Chad Vale Primary School is committed to providing high quality education based on equality of opportunity, access and outcomes. In practice, this means that the children have an entitlement to benefit from all educational activities and to:-

- participate fully in school curriculum,
- contribute to all aspects of school life, and
- be a valued partner in the process of education.

As a school we aim to:-

- make school activities accessible to all pupils regardless of family income,
- encourage and promote external activities which give added value to the curriculum,
- provide a process which allows activities to take place at a minimum cost to parents pupils and the school,
- respond to the wide variations in family income, whilst not placing additional burdens on the school budget.

2. ADMISSIONS

There is no charge for admissions to Chad Vale Primary School.

3. SCHOOL MEALS

There is no charge for children who are entitled to free school meals or for children in

Reception, Year 1 or Year 2 who are entitled to Universal Infant Free School Meals. Pupils who are not entitled to free school meals (and receive a school meal) will be charged a set amount decided by the Governing Body of the school which will be reviewed on an annual basis.

4. ACTIVITIES DURING SCHOOL HOURS

There is no charge for activities during school hours with the exception of music tuition

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras
- music or vocal tuition
- Library books or resources borrowed from school that are broken or not returned

5. ACTIVITIES OUTSIDE SCHOOL HOURS

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

6. OPTIONAL EXTRAS

Our school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not:**
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) part of religious education
- examination entry fees if the registered pupil has not been prepared for the examination at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.
- after school clubs provided by organisations approved by the school
- after school sports clubs provided by coaches employed by the school
- a request for a contribution will be asked for any activity that involves commercial coach travel.

The cost of optional extras:
The Head Teacher will decide when it is necessary to charge for optional activities. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made. Parents of children in receipt of Pupil Premium funding can approach school for support with funding.

7. ACTIVITIES PARTLY DURING SCHOOL HOURS

Where the majority of a **non-residential activity** takes place during school hours the charging of the activity will be the same as activities during school hours.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit. In this case the charging of the activity will be the same as activities outside of school hours.

8. RESIDENTIAL ACTIVITIES

Our school 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education

- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours

Our school will charge for:

Residential trips where there will be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. Travel charges may apply and the amount charged will be calculated to cover the unit cost per pupil. The charge will not exceed the actual cost.

9. PUPIL PREMIUM

Parents of children eligible for Pupil Premium funding can approach school for support with funding trips and activities. Where the school feels that a residential visit is in the best interests of the child or family then this may be provided at either a reduced or no cost. The school may proactively target children eligible for pupil premium grant when allocating places for residential trips to ensure equality of opportunity for all. Where places are allocated to children who are eligible for pupil premium funding this will be done confidentially.

10. MUSIC TUITION

Chad Vale Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule. The Head Teacher and Governing Body agree that music provision provided to Year 4 children as part of the Wider Opportunities programme will be free of charge to all.

Our school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

Our school will charge for:

Teaching that is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupils.

Music lessons delivered by specialist tutors to either an individual pupil or groups of any appropriate size requested by parents. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

11. EXTENDED SERVICES

Chad Vale Primary School is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day

- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

12. DAMAGE TO PROPERTY AND BREAKAGES

Where school property has been wilfully or recklessly damaged by a student, parent or visitor the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Where a member of the school staff has broken or misplaced property that they 'looked after' for a child OR had removed from a child then the school will replace the article. Otherwise the school will not be responsible for any loss or breakages outside of the conditions of the above paragraph. **Whether or not these charges will be made will be decided by the Head Teacher.**

13. REMISSIONS AND CONCESSIONS

Parents or Carers in receipt of the support payments listed below (or if their child is in receipt of Pupil Premium funding) may request financial support for education visits and school trips by making an appointment to see the Head Teacher.

Applicable support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and where annual income does not exceed the published Inland Revenue threshold)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Head Teacher. Parents and Carers who are eligible for the remission of charges will be dealt with confidentially.

14. VOLUNTARY CONTRIBUTIONS

The Governing Body and Head Teacher may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents

by the school. If the activity is cancelled all monies paid will be returned to parents. There is no obligation for a Parent or Carer to make any contribution and the school will in no way pressure parents to make a contribution.

Chad Vale Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the Parents or Carers of that child are unwilling or unable to pay.

If there is insufficient funding for an activity, then it may be cancelled. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

15. Poverty Awareness

The school is aware that some families struggle with the cost of living and we will offer and signpost support when required. In order to support all families we will:

- Consider the impact of any school fundraisers on all families and plan any activities to ensure maximum participation regardless of family circumstances (e.g. 'dress up days')
- All fundraising events involving non-uniform are optional and children are not penalised for not participating
- Collect any charity donations/non-uniform donations on the school gate so that children are not asked for money in class
- Ensure children eligible for free school meals/pupil premium are not publicly identified
- The financial loss on trips is monitored and evaluated to inform future trip planning

Policy agreed on: ……Chair of Governors: ……