

**Cowes Primary
School**



Charging & Remissions Policy

Reviewed by:	Pay & Finance Committee
On:	May 2021
Next review due:	March 2022
Chair of Pay & Finance Committee:	John Cross
Signature:	<i>J. Cross</i>

COWES PRIMARY SCHOOL

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CHARGING AND REMISSION POLICY

1. Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal and social education. The 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 admissions to the school.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for all pupils at the school and as additional optional activities. This policy should be considered alongside the Isle of Wight policy on charging and remission.

2. Voluntary Contributions

When additional activities are planned during school time parents may be invited to make a voluntary contribution towards the cost of the activity.

There will be no obligation to contribute and children will not be treated differently if no contribution is made.

The school reserves the right to cancel the activity if the total of voluntary contributions does not meet the cost of the activity e.g. visiting theatre groups, artists, writers or musicians, sports fixtures, visits to places of educational value, hire of films, the travel and activity elements of residential visits held largely within school time.

If a child is absent on the day of the activity and the activity or event is a unit cost, e.g. £5.00 per child; the contribution could be returned (on request). If however the activity or event is calculated as a collective cost and a child is absent, then the contribution will not be returned as commitment would have already been given for the activity to take place.

3. Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

Activities in school hours: Charges may be made for the board and lodging element of residential activities that take place during school hours e.g. annual school journeys.

Activities out of school hours: A charge will be made to cover the full cost for activities deemed to be optional extras taking place outside school hours e.g. residential visits taking place mainly out of school sessions, theatre visits, sporting and musical events, club activities held at lunch time or after school.

Music Tuition: All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music or vocal tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. Charges will be made by a peripatetic music teacher to cover the cost of providing instrumental tuition to a pupil. This charge may include the purchase of music, instruments (or hire of instruments), minor repairs to loaned instrument and case, and such items that need replacement on account of wear and tear or misuse. Parents/Guardians will also be expected to pay in full any examination fees of the Associated Board and transport children to the examination centre, or to lessons elsewhere, at their own expense.

Materials: Charges may be made to cover the cost of materials used to produce a finished article, which parents have indicated in advance that they wish to own, i.e. for Food and Textiles, Design and Technology, Art and Design

Breakages: Parents will be asked to pay the full cost or a reasonable amount towards the cost of replacing a broken window or repairing damage to furniture and fittings, fire extinguishers, defaced, damaged or lost books/materials where this is the result of poor pupil behaviour.

Community Use: Schools are allowed to provide facilities that can be used by the local community, for example out of hours/holiday childcare. These facilities further any charitable purpose for the benefit of the pupils at the school or their families, or people who live or work in the locality in which the school is situated. Schools can charge for the use of these facilities and a profit can also be generated, providing it is spent on the purposes of the school and/or on community facilities.

A charge per child per session for after school clubs run by the school (internal providers) is payable to contribute to the costs for resources and staffing as required. There will be some flexibility for the Cookery Club.

A charge per child per session (dependent on numbers) for after school clubs run by external providers is payable to contribute to the costs for employing the provider.

Please note – Some external providers will set their own charges per child per session.

In order for children to secure their place at their preferred after school, club fees must be paid in advance up to half term and are 'non - refundable'

4. Other charges

Copies of information/records can be provided at the school's discretion and subject to Data Protection/Freedom of Information Act requests; the school reserves the right to make a charge in line with the school's Model Publication Scheme.

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. Mid-year pupil progress report for solicitors, private psychologist reports or solicitors reports) will be charged at an agreed rate by the Headteacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

5. Remissions

No charge will be made for the vocal or instrumental tuition in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children's Act 1989).

The governing body may decide to reduce the cost for those children in receipt of pupil premium funding or facing financial hardship which makes it difficult for pupils to take part in particular activities for which a charge is made.

In the cases of family/financial hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body will invite parents/guardians to apply in confidence for the remission of charge in part or in full. Authorisation of remission will be made by the Headteacher.

6. School Trip Refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with the initial information about the school trip. If the school trip is covered by insurance, including the deposits in certain circumstances, then the school reserves the right to only refund parents, when the school has recovered the costs from the insurance company.

In the event the school trip is cancelled due to unforeseen circumstances, it is at the Headteachers discretion as to whether a refund is given to parents. The Headteacher will take into account the cost to the school, including the alternative provision cost. In the event the school trip is postponed, it will be the Headteachers discretion, whether the money is carried forward until the trip takes place; the money is transferred to another trip or whether a refund is given to parents.

If parents cancel their child's place on a trip, it is at the Headteachers discretion whether a refund is given to parents, taking into account why the trip was cancelled, whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

If a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the Headteachers discretion whether a refund is given to parents, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

Each request for cancellation will be dealt with on a case-by-case basis ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

7. Public Liability Insurance

Unless the provider of services is employed by the L.A on a contract (including 0 hours contract) or working voluntarily for expenses only, the provider of services will be expected to have in place, Public Liability Insurance up to £10 million (minimum £1 million). Proof of this insurance must be provided to the school.

8. Further Guidance

Charging for school activities – Departmental advice for governing bodies, school leaders, school staff and local authorities. Department for Education, updated May 2018. The purpose of this departmental advice is to help governing bodies, school leaders, school staff and local authorities set out their policies on charging and remission for school activities and school visits.

Sections 449-462 of the education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

The charges for Music Tuition (England) Regulations 2007.

Signed by Headteacher:

Date: March 2021

Review Date: March 2022