

# **DURHAM LANE PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY**

**Reviewed: February 2019**

**Staff Member Responsible: Mrs. H Gregory**

**Review: January 2022**

**Head Teacher: Mrs. H Gregory**

**Governor: Mrs. S.Tindall**

## **INTRODUCTION:**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities. However, due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

## **CHARGING FOR VISITS**

### **a) All Visits**

The group leader should always ensure that parents are notified as early as possible as to:

- The full costs of the visit eg. Total cost of transport, individual cost of entry (or group cost if venue charges by group) etc
- How much each parent will need to pay or be asked to contribute towards the cost of the visit
- Whether or not the visit is subsidised by school.
- How much spending/pocket money students will reasonably need

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc.

A system will be established for parents to pay in instalments in the case of residential visits/trips.

This may involve the collection of payments beyond the date of the trip in order that no parent may feel at a disadvantage; however, this would be by arrangement with the Head Teacher.

We do not discriminate against students from families on lower incomes by offering opportunities on a 'first pay, first served' basis.

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

### **b) During Normal School Hours:**

Although schools cannot charge for school-time activities, it is the school's policy to ask parents for a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled - parents must be notified of this. Pupils whose parents/guardians do not contribute are not discriminated against and students are not left out.

The Governing Body may offer to remit part costs of full board and lodging for any residential activity which:

- Takes place during school hours or;
- Is not an optional extra (see following section for definition).

The decision to offer to remit board and lodging costs, as above, is subject to pupils being registered as Pupil Premium

Parental permission for visits must be obtained via a slip received back from parents/carers which is signed and completed with the printed name of the parent/carer:

A letter about the visit is sent out to parents and contains the reply slip also has a section on meeting the costs of the visit, the essence of which is contained in the following example:

"All pupils will need to take a packed lunch with them. Pupils who receive free School meals can be provided with a packed lunch; please indicate below if you require one. As we are travelling by coach, we ask for a voluntary contribution towards the costs involved. No pupil will be discriminated against on the grounds of inability to pay, but if sufficient money is not raised by voluntary contributions, then the visit will have to be cancelled. A contribution of £\_\_\_\_ should be sufficient to ensure that the trip can proceed."

### **c) Outside Of Normal School Hours/Optional Extras**

The Head Teacher can charge parents for board and lodging on residential visits, as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- Falls wholly or mainly outside school hours i.e. a foreign trip during the school holidays; an evening theatre visit; a music or sport festival on a Saturday or Sunday.
- Does not form part of the National Curriculum or the statutory requirements for religious education;
- Is not part of a syllabus towards a Prescribed Public Examination

The parent/carer's agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge.

### **MUSICAL INSTRUMENTAL TUITION**

Pupils may opt to take up musical instrument tuition provided by either Egglecliffe School or by TVMS; in both cases money is collected centrally by the organisation. The Head Teacher may choose to subsidise music tuition for Pupil Premium children if appropriate.

### **INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)**

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'.

### **BROKEN EQUIPMENT (REPLACEMENT)**

The Governors will agree to ask parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment.

### **UNIFORM**

School uniform is not compulsory. Should parents wish to purchase uniform items other than through the school ordering system they may do so.

### **REMISSIONS**

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for such remission.

Review February 2019

Page 1 First Bullet – addition of 'individual cost of entry (or group cost if venue charges by group) etc'

Page 2 2<sup>nd</sup> line – addition of 'please indicate below if you require one.'

Additional examples of 'optional extras'- 'an evening theatre visit; a music or sport festival on a Saturday or Sunday.'

Addition to Musical Instrument Provision – 'The Head Teacher may choose to subsidise music tuition for Pupil Premium children if appropriate.'