



Roman Way Primary School

Charging and Remissions Policy

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Reviewed and approved by Governors	
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Signed	
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At Roman Way Primary School we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents/carers' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

It is recognized that no charge can be made for admitting pupils to school. Education provided during school hours is free. However, charges and voluntary contributions are made for some activities undertaken by pupils.

The Governing Body recognises the invaluable contribution that the wide range of educational activities including clubs, trips, visitors and residential experiences, can make towards a child's personal and social education. We aim to promote and provide such activities, both as part of a broad and balanced curriculum for the pupil, and as additional optional activities.

Charging

The main points in respect of charging for School Activities are as follows:-

School Activities

No charge can be made during school hours for providing education, the definition of "education" includes transport provided to carry pupils between the school and an activity. The only exception to the rule about not charging for activities in school hours is that charges may be made for teaching either an individual pupil, or a group of pupils if the teaching is not an essential part of the National Curriculum, for eg instrumental lessons requested by the parent.

Residential activities

For an educational residential activity taking place largely during school hours charges will be made to cover the cost of transport, board and lodging.

Activities outside of school hours – including Breakfast Club and After School Club

The full cost to each pupil of all activities classed as optional extras taking place outside of school hours will be charged in full. Families will be informed of the activity and of the cost involved. Parental agreement will be sought for any optional extra activity and participation will be based on parental choice and a willingness to pay the charges.

Instrumental Tuition

A charge will be made for individual and group instrumental lessons, even if within school hours, when they are offered as an additional extra and have been requested by the parent/carer. Where it is part of the national curriculum it will be provided free.

Replacement or repair of equipment or property

Should school property be damaged, the school reserves the right to ask parents/carers to make a contribution if their child is responsible for damaging school property, at the Headteacher's discretion. A charge will be made for items such as reading/library books borrowed from the school which are subsequently lost.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

Voluntary Contributions

Parents can be asked to make a voluntary contribution to cover the cost of activities. Whilst this is voluntary, if contributions do not reach the required level, or the school is unable to fund from other sources, the activity may have to be cancelled. Parents should be informed of this at the planning stage. If the activity is cancelled, all monies paid will be returned to parents.

Every effort is made to keep costings for educational visits as low as possible, all class visits such as curriculum activities and school events are sometimes subsidised by the school's educational budget or grants. The Family School Association (formerly PTA) will also, on occasion, subsidise activities.

Families qualifying for help with charges

Neither the Governors nor the school are in a position to universally subsidise school activities such as residential trips. Nevertheless, it is essential that no pupil be left out of an activity because his/her parents/carers are unable to make a contribution, such assistance being found at the discretion of the Governors or Headteacher.

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

Parents in receipt of –

- Income support
- Income based job seekers allowance
- Support under part VI of the immigration and asylum act 1999
- Child Tax Credit, providing that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed state pension
- Eligibility for Free School Meals/Pupil Premium

Remissions

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. The Pupil Premium may be used to support pupils who are Ever 6, are a Service Family or who are in local Authority Care, as well as families in receipt of free school meals. The Headteacher will make authorisation of remission on an individual basis, depending on the level of need.

Lettings and Hire Charges

The school hall and football pitch can be hired. Details are in our Lettings Policy.

GDPR and Freedom of Information

There may be charges associated to Freedom of Information requests under the Freedom of Information Act 2000 and GDPR Act 2018 . Please see the link below.

https://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.pdf

The Governing Body has determined:

- To adhere with guidance for charging for School Activities within Hampshire's Scheme for Financing Schools and guidance from the DfE