



West Green Primary School

West Green Charging and Remissions Policy

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Safeguarding Statement

At West Green Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at West Green Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. We seek to keep our costs down and provide value for money at all times. However, we may ask for voluntary contributions towards costs of additional provision.

1. Aims

At West Green Primary School Primary School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development. Therefore this we aim to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges w

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school Activities <https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts> and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Resources Committee In our school, monitoring the implementation of this policy has been delegated to the Resources Committee

4.2 The headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

In accordance to the guidelines West Green Primary School will not charge for:

5.1

Books, materials, equipment and instruction in connection with the National Curriculum or Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.

All activities that are a necessary part of the National Curriculum during school time. However, we may permit organisations to charge parents when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity. This includes instrumental tuition for individual pupils or pupils in small groups.

Admission applications

Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

School meals for pupils registered for Free School Meals

5.2 Swimming

The school organises swimming lessons for children in key Stage two. These take place in school time and are part of the National Curriculum. Children in Years 4, 5 and 6 are taught to swim at our local swimming pool at Tottenham Green Leisure Centre. The school does not charge for this and lessons take place during school time, as part of our National Curriculum coverage. Parents are fully informed about these lessons and we require parental consent in order for children to take part.

5.3 Sports Coaching

All children have games lessons e.g. football, netball, hockey, as part of the school curriculum.

5.4 Music Tuition:

All children study music as part of the school's curriculum. We do not charge for this. In addition we offer whole class instrument teaching for one year (currently Year 4) free of charge also. There

is a charge for individual or small group specialist music tuition. These sessions are taught by peripatetic music teachers. Information is given to parents at the start of each academic year.

6. Where charges can be made

Below we set out what West Green Primary School can charge for:

6.1 Optional extras Breakfast Club

Following guidelines from the DfE, the Governors will recover the costs of providing these extended services directly from those who use them. The level of charging therefore will be based on actual costs and will be reviewed as required. At the time of this policy the cost is £2 per day between 8.00-8:45am

6.2 Voluntary contributions for activities as part of the curriculum:

Voluntary contributions as an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include: visits from professionals including authors, performers, activity days and workshops as part of trips. No child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it may be cancelled. The school will make parents aware of a possible cancellation in the information sent to parents. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity as long as parental consent has been received. At times the school will pay additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides information on request (No individual circumstances are disclosed). If appropriate and funds allow, the school may pay a proportion of the costs in order to support a visit.

6.3 Optional Additional Activities:

The school may charge for activities taking place outside of normal school hours. The basis for calculating the charge will be proportionate for each participating pupil for travel, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- Activities requiring private transport
- Outdoor adventure activities
- Visits to the theatre
- School trips

- Musical events
- After School Activities

The school may also raise money for individual classes via small fund raising activities such as cake sales. This money would be spent on items such as cooking ingredients etc.

6.4 Residential Visits:

The school runs an annual Residential Journey for pupils in Year 6. The cost of this trip includes transport, board and lodging, entrance to tourist sites and booked activities. Where available, subsidies will be provided for children of families in financial need. This is stated clearly on letters and is dealt with discretely and in confidence by the Head teacher. Parents will be given the option of a payment plan to spread the costs of the residential visit.

6.5 Afterschool Club Activities

We have many clubs that run at different times of the year after school which provide a rich and varied programme of activities. They are run by individuals or organisations and are charged for. Letters are sent out in advance to notify parents / carers of what is available and the cost for each session/term. These clubs include a number of free or subsidised places.

6.6 Breakages and Fines:

The school reserves the right to ask parents to pay for the cost of replacing any window or item of furniture or equipment that has been damaged as a result of unsatisfactory pupil behaviour or to replace damaged, lost or defaced reading books. Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Parental agreement is necessary for the provision of an optional extra which is to be charged for.

7. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

7.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits 'Free School Meals' will be given a reduced rate to pay.

9. Monitoring arrangements

The School Business Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by School Business Manager every year at every review, the policy will be approved by the Resources Committee. For regular activities, the charges for each activity will be determined by the SBM/SLT/governing board and reviewed in May each year.

Parents will be informed of the charges for the coming year in June each year.