West Green Primary School

West Green Charging and Remissions Policy

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Signed by Chair	Ameila Griffiths

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.

NATS Internal

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 the costs of additional provision.

1. **Aims**

At West Green 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, 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 will be made

Overview and Purpose

- West Green Primary School endorses the principles of the Education Act (2011, 1988) in maintaining the right to free education for all children. The act allows us to request voluntary contributions to broaden children's educational experience. In providing activities which take place during the school day, the school may have to meet additional expenses, for example, specialist groups working with pupils in school or additional equipment and
- Resources which need to be purchased. The school reserves the right to ask parents/carers for voluntary
- Contributions for any activity organised by the school which takes place, wholly or mainly (50% or more) during normal teaching time. Such enriching activities are an important aspect in
- Supporting the curriculum. Non-contribution would not prejudice a pupil's place. However, there may be cases where, unless most parents/carers are prepared to make a contribution, the school may have to cancel activities such as educational visits or residential visits. Any parents/carers or legal guardians who are experiencing financial difficulty are encouraged to approach the school, where we will seek to find assistance with the charges, such as a weekly payment plan to spread the cost.
- Governors reserve the right to judge cases of exceptional.
- Voluntary contributions will, in all circumstances, be invited through individual letters to parents/carers. Any school-organised activity which takes place mainly (more than 50%) outside of school time will be charged for in such a way as to meet the entire costs of the activity.

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 when 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/Carers

Parent/Carers 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/carers 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/carers when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parent/carers 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 that the School has undertaken to provide (Whole Class Instrument Teaching – WCIT), unless the tuition is provided at the request of the pupil's parent/carers.

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 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/carers are fully informed about these lessons.

5.3 Sports Coaching
All children have games lessons e.g. football, netball, hockey, as part of the school curriculum. Additional sports clubs are also available to book – see after school activity clubs below.

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 from the Haringey Music Service and are bookable directly through them.

6. Where charges can be made

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

6.1 Voluntary contributions for activities as part of the curriculum:

Voluntary contributions as an exception to the requirements set out in this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities during school hours which would not otherwise be possible. Some activities for which the school may ask parents/carers for voluntary contributions include: visits from professionals including authors, performers, activity days, trips and workshops as part of trips. No child will be excluded from an activity if their parents/carers are unable or unwilling 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/carers aware of a possible cancellation in the information sent to parents/carers. If a parent/carer wishes their child to take part in a school trip or event, but is unable or unwilling to make a voluntary contribution, we do allow the child to participate fully in the trip or activity as long as parental/carer consent has been received. At times, the school will pay additional costs in order to support the visit. Parents/carers 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 enable a visit to take place. In the event of whole school trips, which often carry a higher individual cost, a 'plus-one' ticket has been introduced. This allows parents/carers who wish/are able to purchase an extra ticket for a pupil as well as their own. Any monies received in excess of the overall cost of the trip will be allocated to the next whole school trip, thereby reducing the individual cost for each pupil.

6.2 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/carers. 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 fundraising activities such as cake sales. This money would be spent on items such as cooking ingredients, etc. In addition, the Friends of West Green also run fundraising events to support the school with non-curriculum-related activities and resources.

6.3 Residential Visits:

The school runs an annual Residential School 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 discreetly and in confidence by the Head teacher. Parents/carers will be given the option of a payment plan to spread the costs of the residential visit. The school also offers a short residential trip for its year 5s, which runs similarly to the year 6 trip.

Parents/carers for the year 6 trip are supported with a discounted rate if they can show that they receive one or more of the following benefits (in receipt of pupil premium)

★ Income Support
★ Income-based Jobseeker's Allowance
★ Income-related Employment and Support Allowance
★ Support under part VI of the Immigration and Asylum Act 1999
★ The guaranteed element of State Pension Credit
★ Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
★ Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit

6.4 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 school reserves the right to charge a nominal fee for participation in these activities.
Clubs run by external providers, which take place on school premises, will set their own charge unless contracted under a Service Level Agreement (SLA), which the school uses centrally government funding to pay for e.g. Sport Premium.

6.5 Afterschool Club

School-led Activities Clubs - 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 for those in receipt of pupil premium.
External After School Club for Childcare - This is run and bookable directly with our external provider (Junior Adventure Group – JAG). Please see their website for pricing and capacity information.

	Per Child (Current Fee)	Per Session per Child (Sep 25 Fee)	Additional Siblings (Current Fee)	Club Capacity	
Breakfast Club	£2	£2	£2	30 approx.	8:00-8:45
After School (activities)*	£3	£3	£3	30 approx. p/d	3:30-4:30

If fees are not paid on time, the school will notify the parent/carer in writing and request payment at the earliest opportunity. In circumstances where there is continual late payment or a substantial debt has accrued, the School reserves the right to withdraw a place.

6.6 Breakages and Fines:

The school reserves the right to ask parents/carers 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.

7. Remissions

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

8. Remissions for residential visits

Parents/carers who can show they are in receipt of the following benefits, 'Free School Meals' (pupil premium) 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 the School Business Manager every year. At every review, the policy will be approved by the FGB. For regular activities, the charges for each activity will be determined by the SBM/SLT/governing board and reviewed in July each year.

Parents/carers will be informed of the charges for the coming year in July each year for the following new academic year.