

.Lady Bay Primary School – Charging and Remissions Policy

General Principles

The School Governing Body is committed to the general principle of free education. The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of Lady Bay Primary School.

CHARGING

1. Schools must operate within the law and not charge for those activities for which, legally, charges cannot be made. The school governing body, in determining this charging and remissions policy is mindful of the financial circumstances of pupils and their parents. Where charges are made, and a pupil is in receipt of Free School Meals or Pupil Premium, the school governing body will cover the charge for that pupil from the school budget.

2. Residential Trips. Charges may be made for the board and lodging costs for all residential trips. An additional charge may also be made for optional extras included within the trip plus educational costs if more than 50% of the trip takes place outside of school hours. Voluntary contributions may be requested to support the school to provide for some of the remaining costs of the trip, for example transport. Parents will be notified at the start of the school year of any residential trips that are planned and the anticipated charges and voluntary contributions that will be requested. Parental agreement for their child to attend the residential will be requested, in writing, in advance of any charges. No charge can be made for supply teachers to cover those teachers who are absent from school accompanying pupils on a residential visit. Where pupils are in receipt of Free School Meals or Pupil Premium, parents will be notified that the school will cover all charges and voluntary contributions. Where a parent has agreed to their child attending the residential, and paid the board and lodging charge, their child will not be excluded should voluntary contributions not be forthcoming.

Parents should note that occasionally residential visits and educational school activities that extend or enrich the curriculum may have to be cancelled if insufficient parents/carers have made a voluntary contribution towards the cost.

3. Voluntary Contributions

The school governing body or local authority may ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher must make it clear to parents at the outset that the activity may have to be cancelled. No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. Where pupils are eligible for Free School Meals or Pupil Premium, the governing body has decided that the school will fund the contributions and charges for that child, and that the school will raise money within the School Fund to support the costs of class trips where a few parents have been unwilling or unable to pay the voluntary contribution requested, thus avoiding the

cancellation of enrichment activities. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled.

Money is raised for the School Fund account from School Photograph Commission, Uniform Commission, The Salvation Army recycled clothing bin, occasional non-uniform days and other donations.

4. Activities held outside school hours (referred to as optional extras).

Charges may be made at the discretion of the school, for the following, except where the activities are provided to fulfil any requirement specified in the syllabus of a prescribed public examination, or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The charges will be based only on the actual costs, based on the number of pupils participating in the activity.

- transport
- Non-teaching staff costs
- Specialist teaching staff, for example music instrument tuition
- Materials, instruments and other equipment
- Entrance fees to places of interest
- Insurance costs
- Cost of buildings

Participation in an optional extra activity will be on the basis of parental choice and a willingness to meet the charges. The school governing body will waive the charges with respect to pupils in receipt of Free School Meals or Pupil Premium.

5. Charges for materials, books, tuition or equipment

- Any materials, books or equipment may be charged for where the parent wishes their child to own them, for example revision books, cooking ingredients or D&T materials where the parent has indicated they would like their child to bring home the finished product.
- Instrument or vocal tuition may be charged for if the tuition is provided at the request of the parent. Lessons may be within school hours or after school, and can be one to one or in groups of any size. Charges will be calculated based on the actual cost of providing the lessons, divided by the number of pupils participating.

6. Charges for extended school services

- Charges will be made for extended school services such as Breakfast Club, Homework Club or After School Club.

REMISSIONS

The remission policy set out below relates to pupils attending Lady Bay Primary School, maintained by Nottinghamshire County Council.

7. School Clothing Allowances

The discretionary School Clothing Allowance is no longer available to families living within Nottinghamshire. The Authority retains discretion for requests for assistance from families in exceptional circumstances. Included in this category would be families who have lost clothes in a fire, flood, theft, have been made homeless or are fleeing domestic violence.

Parents who consider their circumstances to be exceptional should write, giving full details of their individual case, to the Business Support Officer, G&B team, Meadow House.

8. Outdoor and Environmental Education:- where the school makes use of Nottinghamshire County Council outdoor and environmental education centres the school is charged a proportion of the running costs for the centres. These charges are however, partially remitted, in the case of visits which may take place mainly during school hours, to reflect the number of pupils attending who are eligible for both free school meals and pupil premium.

9. As a general principle, pupils who are eligible for Free School Meals or Pupil Premium will not be charged or requested for voluntary contributions relating to school residential visits, enrichment whole class trips. The governing body may also decide to remit the charges for our of school activities and services for these children,