



# Charging & Remissions Policy

## Introduction

Little Sutton Primary School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means that the children have an entitlement to benefit from all educational activities and to:

- participate fully in school curriculum;
- contribute to all aspects of school life; and
- be a valued partner in the process of education.

These objectives must be seen to inform educational activities, whether in or outside the school and are, therefore, integral to the process of charging for school activities and to the remission which is available to parents/guardians who are on low incomes. We aim to:

- make school activities accessible to all pupils regardless of family income;
- encourage and promote external activities which give added value to the curriculum;
- provide a process which allows activities to take place at a minimum cost to parents, pupils and the school; and
- respond to the wide variations in family income while not subjecting the school budget to additional unexpected burdens.

The development of a range of activities forms part of the school's forward planning process and is linked to the annual budget cycle, with a particular emphasis on the identification of specific resources to support such activities.

It includes a number of key factors:

- the value of certain activities in relation to the ages/needs of the pupils;
- the cost of the activity set against their educational value;
- how the activity will be paid for;
- the appropriate process for raising funds;
- an assessment of whether the educational aims can be met in any other way;
- an understanding of the various types of activities involved e.g. educational visits, music tuition, materials for practical work;
- reference to additional or hidden costs e.g. lunch money or pocket money; and
- an assessment of local facilities.

## Legislation

In accordance with DfE guidance dated October 2004 based on the Education Act 1996 Sections 449-462, Little Sutton Primary School **will not** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education; or
- instrumental or vocal tuition for pupils learning individually or in groups, **unless** the tuition is provided at the request of the pupil's parent.

Little Sutton Primary school **may** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- music and vocal tuition at the request of a parent;
- certain early years provision;
- community facilities; or
- optional extras including:
  - education provided outside of school time that is not part of the national curriculum or part of religious education;
  - transport;
  - board & lodging for a pupil on a residential visit; or
  - extended day services.

## Voluntary Contributions

Current legislation allows a school governing body or local authority to 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 will make this clear to parents at the outset. There is no obligation for parents to make any contribution and no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled.

## Remission Policy

To ensure that access to activities becomes a reality and that outcomes reflect intentions, Little Sutton Primary School will implement the following Remissions Policy.

The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them, and this is based on an understanding of the relationship between low income, entitlement, and access. This policy takes into account the very real and persistent difficulties, which people on low income have in meeting the costs of educational activities for their children.

As a minimum, children at Little Sutton Primary School, who are in receipt of Pupil Premium funding will be offered:

- three educational visits per year free of charge. Parents may, however, wish to make a voluntary contribution towards the costs; and
- EITHER one free extra-curricular club per year, OR free instrumental tuition for each year that they continue to qualify for Pupil Premium funding.

Any requests for funding from parents of non-Pupil Premium children will be considered on a case-for-case basis by the headteacher.

### **Informing Parents**

By making this policy available to parents on its website Little Sutton Primary School follows the DfES guidelines which state that:

‘No charges can be made unless the governing body of the school or local authority has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and a remissions policy. If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents.’

### **Implementation**

Planning, as part of the process of budget-building, is essential to developing a charging policy which recognises equality of access. We will endeavour, therefore, to produce a programme of activities based on a clear set of priorities identified by the school, taking into consideration the projected number of children (including known remissions), costs per head, and a breakdown of transportation costs, entry fees, teacher costs etc.

Such a process, however, should not inhibit flexibility and the capacity of the school to take advantage of opportunities that arise during the course of the year. These will be implemented in a way that is consistent with the school’s overall policy.

Reviewed by Finance Committee of the governing body: 21 May 2019

Approved by full governing body: 3 July 2019

Date of next review: May 2021

Little Sutton Primary School is committed to safeguarding and promoting the wellbeing of all children and expects its staff and volunteers to do the same.