



**Martin Primary School**

# **Charging and Remissions Policy**

Reviewed and ratified by Finance Committee: spring 2020  
Reviewed every year

## **1. Introduction**

The Education Reform Act 1988 came into force in April 1989; it brought about new regulations concerning payment for trips and activities, and made it a legal requirement for Governors of all schools to write a charging policy.

Additionally, sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

This charging and remissions policy for Martin School has been reviewed in conjunction with the updated October 2014 DfE departmental advice for charging for school activities.

The Governing Body of Martin Primary School recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards the personal and social education of the children.

The governors aim to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities.

The governors believe that all our pupils should have equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial needs.

## **2. Purpose**

In order to ensure that correct procedures are followed and no child is excluded from a visit or journey because they cannot afford to pay, a clear charging and remission policy must be known and understood by all parents.

The Finance Committee of the Governing Body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

## **3. Guidelines**

- No compulsory charge can be made for any educational or related activity that takes place within school hours.
- No compulsory charge can be made for transport costs for pupils travelling between school and where education is being carried out in school time e.g. swimming.

Governors reserve the right to levy charges for the following:

- board and lodging for residential trips of one or more nights away from home - the charge must not exceed the actual cost
- music tuition (instrumental or vocal) that is not prescribed as part of the National Curriculum, if that is provided at the request of the parent/carer. Charges will be made for music, instrumental hire and tuition. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for music tuition. The regulation also make it clear that no charge may be made in respect of a pupil who is looked after by the local authority

- transport, entrance fees and educational fees for out of school hours activities. These are termed optional extras. The consent of parents/carers and a willingness to meet extra charges will be sought before any bookings are finalised
- damage to or loss of books and or school equipment
- wilful damage to school property.

#### **4. Specific activities**

##### 4.1 School journey

All children are part of any trips planned regardless of whether or not their parents/carers can or will contribute. Because of the residential element of the Year 6 School Journey, charges will be made for board and lodging and voluntary contributions will be requested for additional aspects of the trip. All parents/carers are entitled to apply for remission of charges, (see point 5 below).

##### 4.2 Music tuition

Parents/carers may take up the option of children being taught on the school premises by the Barnet Peripatetic Music Service. The full cost must be borne by the parents/carers; the school admin officer in consultation with the Borough Music Service handles the charges. Parents/carers entitled to FSM are entitled to a reduction in cost.

Lessons are contracted per term, one half term in advance, and are payable in advance. Parents/carers must provide notice in writing before the next term's tuition contract is agreed with the provider i.e. one half term's notice, to terminate their child's tuition.

##### 4.3 Out of Hours Clubs/Activities

Clubs/activities (with the exception of the breakfast club and after school activities) run by the school itself are free. A contribution towards materials may be required for some clubs, e.g. art.

The Breakfast club and after school activities run by the school itself are subject to a charge.

Clubs/activities run on our premises by commercial organisations such as football club and LBL (after school club) will charge for the activities they offer.

##### 4.4 Nursery/Reception

Parents/carers of children in the Nursery are asked for a contribution to help with the cost of resources and the development of the nursery and Reception facilities and provision. All children will be offered the same opportunities within Nursery and Reception regardless of whether or not their parents/carers can or will contribute. Where insufficient contributions are received, alternate sources of finance will be considered or the purchase/development project will be delayed until funds are available or sufficient contributions have been received.

##### 4.5 Countersigning passports

Members of the Senior Leadership Team are able to countersign passports for a fee of £10 which will be added to the school's voluntary donation fund.

## **5. Remission of charges**

Children who are entitled to pupil premium will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. This entitlement applies whether or not the free school meal entitlement is taken up.

Families of children who are not entitled to pupil premium but who are suffering financial hardship may apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher.

## **6. Voluntary Contributions**

The school may invite parents and others to make voluntary contributions to make school funds go further. All requests to parents for voluntary contributions must make it clear that the contributions are voluntary.

Although there is no obligation on any family to pay and pupils will not be treated differently according to whether or not their parent has made a contribution, the Governors reserve the right to request contributions for the following:

- activities during school hours including visiting theatre groups, day visits and school journeys. The contribution requested will not exceed the cost of the provision as no pupil should subsidise any other pupil.
- the cost of materials, ingredients, (or the provision of them by parents/carers) for the following subjects e.g. art and crafts, needlework or cookery etc. when there is a finished product and the parent has indicated in advance that they wish to own the finished product. It will be the responsibility of the parent to let the school know that they do not wish to own the end product when the request for ingredients or materials is made.

All children are entitled to take part in the activities above regardless of whether or not their parents/carers can or will contribute. Funds to subsidise activities are limited and the Governors intend to monitor the situation carefully. Where insufficient contributions are received to make an activity possible and no funds are available to make the shortfall, the activity will be cancelled.