

Charging and Remissions Policy Priory Primary School

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| Version | V1 |
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| Responsible Committee: | LGB |
| Monitoring: | Trust board |

PRIORY PRIMARY SCHOOL

Charging and Remissions Policy

Introduction

Priory Primary School recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make to enrich, broaden and deepen pupils' learning experiences and 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

Definitions:

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

Responsibilities:

The Head of School is responsible for ensuring the staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently. The Staff are responsible for:-

- Implementing the Charging and Remissions Policy consistently
- Notifying the Head of School of any specific circumstances which they are unsure about or where they are not certain if the policies applies.

Where charges can be made

School dinners for KS2

Children in KS2 who stay for a school dinner will be charged £1 per meal unless they are in receipt of Free School Meals.

Music:

For individual or small group instrumental music tuition provided by the Local Authority through its Peripatetic Music Services Schools Service Agreement (SSA). Parents are asked to pay a contribution towards the cost of these lessons.

Residential Visits:

For residential activities but the charge must not exceed the actual cost.

Clubs:

For after school or before school clubs where there is an external cost to the school. There will be no charge for PP children. Sports Premium money will be used when possible.

Cooking classes:

There may be a charge for ingredients or materials. This cost is usually restricted to either £1 or 50p per session.

Uniform:

Charges for uniform, book bags etc. will be made at cost price and can be ordered directly from the supplier's website.

Breakfast Club:

This is based on actual costs and will be reviewed as required.

Damaged or lost school property:

Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children eg: broken window, damaged or lost chromebook.

School trips:

Parents are asked to make a contribution towards the cost of a visit. The total cost of the visit is divided by the number of pupils who are due to attend. Often the visit is subsidised by the school due to SLAs with providers e.g. Heritage Learning.

Where charges cannot be made

Swimming Lessons:

The school organises swimming lessons for children in year 4 and year 5. These take place in school time and for year 4 are a statutory part of the national curriculum. We make no charge for this activity. We inform parents/carers when these lessons are to take place.

Sports Coaching:

All children have PE lessons as part of the school curriculum. We also run after school sports eg: multi sports. The school pays for a sports coaching company to provide this service for some year groups to support the effective teaching of the PE curriculum

Resources:

There is no charge for Books, materials, equipment and instruments in connection with the national curriculum taught at school, except where parents/carers have indicated in advance they wish to purchase the product eg: SATs revision books for year 6.

General:

Any charge made in respect of individual pupils will not be greater than the 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 pupils who wish to take part but whose parents/carers are unable to pay the full charge.

Parental agreement is necessary for the provision of an activity which is to be charged for.

Voluntary Contributions

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 for 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 parent/carer is unwilling or unable to pay. Parents will never be asked to make a greater contribution than that which would cover the cost of their child.

If the school is unable to raise funds for an activity or a visit then it may be cancelled

Remissions

The school recognises that some families may have difficulty in making a voluntary contribution towards a visit or activity. The Head of School may agree to waiver part or all of the charge dependent on each individual family's circumstances.

All such cases will be dealt with sympathetically and with the minimum of formality.

Staff/Outside Agencies will be charged for the following:

- There will be no charge for Teachers completing passport forms
- Costs relating to DBS charges for Students will be paid by the student or their institution.
- Volunteer DBS', if necessary, will also be paid for by the individual volunteer

Public Sector Equality Duty:

The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools when carrying out their day to day work should have regard to the following:

- Eliminating discrimination
- Advancing equality of opportunity
- Foster good relations across all characteristics

Schools cannot unlawfully discriminate against pupils because of their disability, gender, race, religion or belief, sex and sexual orientation. Protection is now extended to pupils who are undergoing gender reassignment which means that it is now unlawful to discriminate against a transgender pupil. This policy was reviewed and updated with reference to this duty. The author/s of this document considered this policy in the light of these requirements to ensure that Priory Primary School adheres to these statutory regulations.

Date: Spring 2021

Review date: Spring 2023