



# Kings Avenue Primary School

## Charging & Remission Policy

<u>Updated On</u>	<u>Changes Made/Notes</u>
November 2021	Updated & Reviewed

Agreed by Governing Body:

Signed:  
(Chair of Governors)

## **Charging & Remission Policy**

This charging policy has been compiled in line with DfE requirements and in accordance with Sections 449-462 of the Education Act, 1996. According to the Act, schools may not make charges for any education provided during school hours, or for any educational service provided which is part of the National Curriculum. The school aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. Any charges made by the school must meet the requirements of the Education Reform Act 1996. The school endorses the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

**Kings Avenue School** recognises the valuable contribution that the wide range of additional activities, including visits, clubs and residential experiences can make towards children's education. The school aims 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 school believes that activities such as swimming and educational visits (or visitors) are an extension to, and an enrichment of the curriculum.

The purpose of this Policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as Monday to Friday 8.45am – 3.15pm

The school will:

- Ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all children, regardless of their parents' / carers' ability or willingness to help meet the cost.
- Invite voluntary contributions for the benefit of the children or in support of any activity organised by the school, either in or outside school hours. All contributions are voluntary. If the school does not receive sufficient voluntary contributions, it may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. The school does not treat these children differently from any others.
- Charge for optional activities provided wholly or mainly out of school hours.
- If the school minibuses are used a minimum charge will be applied.

### **Residential Visits**

A residential visit organised by the school in school time or mainly school time, which is to provide education directly related to the National Curriculum, will be chargeable. Charges will be made to cover the costs of any workshops, board, lodging and travel expenses. If parents/carers are experiencing financial difficulty they are invited to speak in confidence to the Head teacher or Head of School.

In the case of Residential visits when the school has to make a commitment in advance, any deposit received from the parents/carers will be non-refundable. The school will give sufficient notice to allow parents/carers to pay by instalments. Parents/carers of children who are eligible for pupil premium are offered the option to make a reduced payment.

### **Swimming**

The school organises swimming lessons for children. These take place in school time and are part of the National Curriculum. We make no charge for the swimming lessons, but pay for them from the curriculum budget.

### **Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to children the Head of School may decide to make a charge. Each incident will be dealt with on its own merit and at the Head of School's discretion.

### **Breakfast Club**

Breakfast club is held during the school week from 7.30am to 8.45am. Parents/carers may apply for a place for their children. Current charges are available from the school office.

### **After School Club**

An after-school club is held during the school week from 3.15pm to 6.00pm. Parents/Carers may apply for their children to attend. Current charges are available from the school office.

### **Lettings**

The school will make its facilities available to outside users at a reasonable charge based on the value of the facilities. The costs associated with operating the school during these periods may be recharged. The scale of charges will be determined annually by the Resources Committee.

### **Other Charges**

The Executive Head teacher, Head of School, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report or a school data report. Hard copies can be made available upon request.

### **Remissions**

Where the parent of a child is in receipt of qualifying state benefit(s), the Governing Body will consider the remission of full or part of the costs of;

1. Any residential activity that is organised for the child and which takes place within school time.
2. Educational Visits

The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply in writing, in the strictest confidence, for the remission of charges in part or in full. The Executive Head Teacher or Head of School will authorise any remission in consultation with the School Business Manager, these will be notified on a termly basis to the Resources Committee.

### **Voluntary contributions**

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary and that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the visit may be cancelled.

### **Monitoring, Evaluation and Review**

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.