

# **Castle Primary School**

## **Charging and Remission Policy**

REVIEW DATE: NOVEMBER 2022

This policy is written to conform to the requirements of the Education Reform Act 1988.

### **MAIN PURPOSES**

To ensure that when charges are made to parents for matters relating to their children's schooling or related activities these are fair, reasonable and in line with legislation and School policies and guidelines.

Similarly, to ensure that parents are aware of the school's remissions policy and other ways in which support is forthcoming from the school.

### **THE POLICY**

#### **RESIDENTIAL VISITS**

1. To levy a charge for all board, lodgings and travel costs on residential visits. Parents of pupils on free school meals will not be charged more than 50%. The difference will be made up using the Pupil Premium Funding in the school budget.

#### **EXTRA-CURRICULAR ACTIVITIES**

2. To levy a charge for activities wholly or mainly outside school hours which are not part of the National Curriculum or statutory Religious Education. In practice this covers extra-curricular activities, e.g. bowling trips, theatre visits etc. when the parent/carer will need to cover the whole cost unless special circumstance exist and have been agreed by the Head Teacher.

## **ACTIVITIES AND MATERIALS IN SCHOOL**

3. To levy no charge in respect of books, materials, equipment, recorders etc. provided in connection with the National Curriculum or statutory Religious Education except where parents have indicated in advance the wish to purchase additional equipment or materials. In practice this means no charge can be made for items or activities which form part of the National Curriculum.
4. Castle Primary will request voluntary contributions from parents for activities during the school day for which compulsory charges cannot be made, whilst ensuring that no pupil is excluded from such activity by reason of inability or unwillingness to make such a contribution.

### **In practice the following process must apply: -**

- The actual, per pupil, cost of the visit must be calculated, including insurance, transport etc. taking into account any direct subsidy from the PTFA or other sources agreed by the Head Teacher.
- Advance payment should be requested from Parents/Carers after providing them with full details of the costs to be incurred. The Head Teacher of Castle Primary is willing to discuss any difficulties regarding payment.
- All letters requesting payment for school activities or materials must use the term 'contribution' of the set amount. It should also state that any significant shortfall in funding will result in the Head Teacher cancelling the trip.
- Castle Primary School will seek payment from Parents/Carers for damage to or loss of school property caused wilfully or negligently by their children.
- To delegate to the Chair of Governors and the Head Teacher the determination of any individual case arising from the implementation of this policy.

- Charges will be made for After-School Clubs run by the external agencies organising them and for clubs run by School Staff that incur running costs for consumables.
- All charges for the residential trips will be payable in instalments.
- Castle Links and the Nursery will charge per session payable in advance via Parent Pay.
- School meals should be ordered and paid for on Monday for that week.

## **NOTES**

### **Forward Planning**

Information must be given to Parents/Carers as soon as it is available to assist them in budgeting future payments.

Parents/Carers must be encouraged to prioritise those visits that form part of the planned curriculum rather than those activities, which are additional and complimentary.

### **Appeals or Parental Concerns**

These should be referred to the Governors for discussions if agreement cannot be reached directly with the Head Teacher.

### **Remissions Policy**

If the parent/guardian of a student is in receipt of the following:

- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's

- income (as assessed by Her Majesty's Revenue and Customs) does not exceed the level set annually..
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008.

Charges in respect of board and lodging will be remitted in full.

The Head Teacher or Local Governing Body may remit in full or part charges in respect of a student if it feels it is reasonable in the circumstances.

The Head Teacher or Local Governing Body may decide not to levy charges in respect of a particular activity if it feels it is reasonable in the circumstances.

The Charging and Remissions Policy will be reviewed annually.