

Policy Date:	November 2022	Version: 1.2		
Policy Review Date:	November 2027	Mrs Louise Underwood (Head Teacher)		3.11.2022
Adopted by Governing Body: Adopted (June 2019)				
Chair Of Governors:		C Brown		4.11.2022



Avenue Primary School Charging & Remissions Policy 2022- 2027



Introduction

The purpose of this policy is to set out what the school will provide free of charge and for which activities and items there may be a charge. This policy is based on the Education Act 1996 and The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999.

Education

The Governing Body recognises that the school **cannot** charge for:

- an admission application to the school;
- 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;
- tuition for pupils learning to play musical instruments, if the tuition is required as 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.

The school **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances (see page 4).

Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time that is not:
 - part of the National Curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - part of religious education.
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras, an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

When organising school trips or visits to linked to the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution but funding for the trip may have been sourced by the school in another way eg. through a charitable grant.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we will consider allowing the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. This will depend on the schools overall financial situation. Parents / Carers in receipt of income-based job seekers allowance may write to the headteacher for details of possible financial assistance from the school. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company linked to the learning;
- class outings, day trips and residential;
- musical events.

Residential Visits

The school **cannot** charge for:

- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The schools **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

Parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging (these can be confirmed by the school on request). Where parents may struggle financially to pay the residential fees, parents should apply to the Head Teacher as applications can be made to charitable organisations to support payments.

Class visits and school journeys

Class trips, visits and workshops can only be included in our programmes of work if parents are willing to make a voluntary contribution. We try to keep costs at a minimum and all of over non-overnight visits are subsidised for all children.

No child can be barred from taking part in the above activities because their parents are unable to pay. However, when this is the case the money has to be found from school funds and, in the case of residential trips, particularly, this can often be difficult. We are only able to offer these activities to children when the vast majority of parents are willing to make a voluntary contribution.

Music Tuition

Although the law states that all education provided during school hours must be free, individual or small group music lessons are an exception to this rule.

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to six, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil. The school offers musical instrument tuition to all KS2 children who receive 'pupil premium' funding at no charge. The school also offers children from year 2 – 6 musical instrument tuition, for a range of instruments, through its own charitable 'music enrichment' fund – any parent is able to access this fund and children are offered the chance to learn an instrument at various times during the school year.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are a statutory part of the National Curriculum. At Avenue Primary, children swim every week during year 4 and for 19 weeks during either year 5 or year 6 to enable the majority of children to swim in excess of the statutory requirements. We ask parents for voluntary contributions towards the costs of providing swimming transport. A significant contribution from the school budget is made to subsidise swimming every year.

Extended school activities and clubs

Avenue Primary School offers a variety of sporting and extended learning activities. These are offered to pupils for a small charge each week for staffing and equipment costs. A half-termly activities timetable is published on the school website and an electronic copy is emailed to parents. For those parents that require a hard copy it can be obtained on request from the school office.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Late Collection of Pupils

End of school day times are staggered according year groups:

- Nursery / Reception - 3.10pm
- Years 1 & 2 - 3.15 pm
- Years 3, 4, 5 & 6 - 3.10pm

If pupils have not been picked up from the playground/ class teacher within 10 minutes of the end of school days from the class teacher on the playground, the child/ children will be taken to the main school office. The child/ children will be considered 'late'. Children who are collected late by their parents, will incur a late charge. This charge is being implemented as from Monday 14th November 2022.

Late school collection for:

End of the school day: 10 minutes after the end of day time / once a child has been handed over to our admin team in the main school office. **£10 charge** per child per occurrence from the second occurrence within an academic year.

After School Clubs & Care Club: 4.40pm. The child will be placed in or returned to AASCC (After School Care Club) and a **£5** charge will be incurred.

After School Care Club (5.30pm close of club) : 5.45pm Social care will be contacted as parents have not arrived at collection time. A **£10 charge** will be applied.

Parents will be notified of the charge by a message through the school money app. Parents should be made within 7 working days of the charge being applied. Failure to do could prevent your child from attending clubs or care club.

Parents who are regularly late at the end of the school day will be invited into school for a meeting with the head teacher to discuss ways of reducing parental lateness as this can be stressful and upsetting for children.

We recognise that there may be exceptional circumstances which lead to a parent/carer being unable to get to school on time and parents must notify school by 3.00pm at the latest so that the child/children can be reassured.

Monitoring and review

This policy is monitored by the governing body, and will be reviewed every 5 years or earlier if necessary.