The Meadows Primary School

Charging & Remissions Policy

Version Control

Version	Date	Purpose	Author
1.0	09/2023	Update of previous policy	SBM

Contents

Rationale 1

Education during the school day 1

Education outside school hours 2

Residential Visits 2

Calculating Charges 3

Rationale

The Governors aim to promote and provide a wide range of activities both as part of a broad and balanced curriculum for all pupils of the school, and as optional additions. The Governors recognise the value of such activities as clubs, trips and residential experiences to pupils' personal and social education. We seek to provide such activities at a minimum cost to parents/carers and to respond to variations in family income while not placing additional, unexpected burdens on the school budget. The Headteacher will ensure that the following applies:

Education during the school day.

The school day is defined as:

- 8:55 am to 3:25 pm for EYFS/KS1/KS2
- 8:45 am to 2:45 pm for Resource Base

- All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.
- School equipment and resources provided to pupils will be regarded as loaned, and the governors will expect full or partial reimbursement, as appropriate, for the costs of lost or damaged items, for example library books and reading books.
- Voluntary contributions may be sought for activities during the school day which entail additional costs, for example theatre visits, concerts, visits to museums. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Education outside school hours

- We will charge for optional, extra activities provided outside the school day, for example Sports Clubs, French Club. Such activities are not part of the National Curriculum or religious education.
- If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made.
-

Residential Visits

- The Governors will pass on charges only for board and lodging, to parents of pupils who are entitled to receive free school lunches.
- Children whose parents receive Income Support Income based job seekers allowance
- Support under part IV of Immigration and Asylum Act 1999
- Child Tax Credit provided they are not entitled to working tax credit and have an income under the current threshold
- Guaranteed element of State Pension Credit
- Children from such families will not be publicly identified.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those whose children are entitled to free school lunches, as listed above.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

Procedure for arranging school visits

1. Teachers costs the visit, travel, admission, insurance, additional expenses
2. Individual voluntary contributions are calculated
3. Parents informed of total cost, arrangements and details and their voluntary contributions are requested
4. However, the visit will not be subsidised and if insufficient contributions are forthcoming, arrangements will be cancelled
5. If enough contributions are offered (exceptions being those entitled to support) then the visit can be confirmed
6. Parents are informed and consent forms returned to school

External letting charges

Please see the lettings policy