

CHARGING AND REMISSIONS POLICY



Alexander McLeod Primary School

Updated: September 2024
Date of review: September 2025

Charging and Remissions policy

Aim

Here at Alexander McLeod Primary School, we believe that every pupil should have equal opportunities to benefit from school activities and learning experiences, both curricular and extra-curricular, regardless of their parents'/carers' financial means.

This policy sets out our commitment to ensuring that a range of different activities, trips and experiences is offered to all pupils and how we will endeavour to minimise the financial barriers that may prevent some pupils from taking full advantage of the opportunities on offer.

This policy has been formulated in accordance with the DfE guidance on Charging for School Activities May 2018.

Education

The Headteacher, governors and wider staff will ensure that no charges will be made for:

- 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 religious education
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

Charges can be made for:

- any materials, books, instruments or equipment, where the child's parent wishes for him/her to own them
- optional extras (see further information below)
- music and vocal tuition that is in addition to the entitlement of each child in respect of the national curriculum, and that has been specifically requested as an optional extra by the parent (please note that no charge can be made for a child who is looked after by the local authority)

Optional extras

Charges may be made for the following:

- education provided outside of school time that is not:
 - a) part of the national curriculum
 - b) part of religious education
- transport (other than transport that is required to take the pupil to school)

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- board and lodging on a residential visit
- extended day services offered to pupils (for example breakfast or after school clubs)

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
- the cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or an appropriate proportion of the costs, for teaching staff to be employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must 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 cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can 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 prerequisite for the provision of an optional extra where charges will be made.

Voluntary contributions

Nothing in legislation prevents the governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will

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still be given an equal chance to go on the visit. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled and this will be made clear to parents.

Parents will be invited to make a voluntary contribution for the following:

- class trips to locations outside of school that require a fee to be paid (e.g. theatre, zoo, etc.)
- the cost of transport to and from an educational visit
- the cost of an educational visitor to run a programme in school

Loss or damage

The school reserves the right to ask parents/carers to pay for the cost of replacing items such as:

- broken windows
- defaced, damaged or lost books
- property or equipment that becomes damaged or destroyed as a result of a pupil's behaviour choices