



Learning Together to Achieve our Best  
**Stonesfield Primary School**  
**Charging and Remissions policy**

At Stonesfield Primary School we aim to provide a wide range of experiences to enrich children's learning and personal development. These include visitors to school and educational visits. We believe that all our pupils must have an equal opportunity to benefit all our enrichment activities. This policy outlines how we aim to ensure that all our pupils have an equal opportunity to benefit from school visits and visitors.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded on the top sheet of this policy.

**1. The policy identifies activities for which:**

- Charges will not be made.
- Charges will be made.
- Charges may be waived.

**2. Voluntary contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

***The Law says:***

**If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.**

**No child will be excluded from an activity because parents are unable to pay.**

**If insufficient contributions are raised, the trip or activity may have to be cancelled.**

**If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.**

**3. No charges will be made for**

- a) Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- b) 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 the school's basic curriculum for religious education;
- c) Tuition for pupils learning to play musical instruments (or singing) 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.

- d) Education provided on any trip that takes place during school hours.
- e) Education provided on any trip that takes place 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 the school’s basic curriculum for religious education;
- f) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- g) Transport provided in connection with an educational trip.

#### 4. Activities for which charges will be made

##### a) Activities outside school hours

Non-residential activities (other than those listed in 3 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours)

##### b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 3 above).

##### c) Music Tuition

Music tuition for individuals or groups (arranged by the School's Music Service)

When any trip is arranged parents will be notified of the policy for allocating places.

#### Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening).

Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

**It is the policy of Stonesfield Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.**

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as ‘optional extras’. Charges will not exceed the actual cost (per pupil) of provision.

Activity for thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, <b>where a parent wishes their child to own them</b>	E.g. A clay model – a charge to cover the cost of the clay	
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a	

Activity for thing which will or may be charged for	Notes	Remitted or help available
	musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of pupils	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A (see below)
Charges will/may be made for cookery materials		
Charges will/may be made for extra provision to enrich the curriculum	I.e. an artist / author / workshop visiting the school	

## 5. Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

## 6. Families qualifying for remission or help with charges

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

### Category A

Parents in receipt of

- Income support
- Income-based Jobseekers Allowance
- 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 does not exceed the current stated threshold.
- Guaranteed State Pension

## 9. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines.

- Where possible we shall publish a list of visits (and their approximate cost) giving sufficient time in the year so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.



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**Summary for parents**

*At Stonesfield Primary School we aim to provide a wide range of experiences to enrich children's learning and personal development. We believe that all our pupils must have an equal opportunity to benefit from school visits, visitors and enrichment activities.*

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. But there are some strict rules we have to abide by. Our charging policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

The full, detailed, policy is available for inspection in the school office.

### **Voluntary Contributions**

We cannot charge for activities which are part of the normal school day or part of the National Curriculum but we can ask for voluntary contributions.

Examples of circumstances in which we might ask for voluntary contributions include:

- Transport on trips
- Admission charges

#### *Why do we need to ask for voluntary contributions?*

We want to offer a wide range of activities to broaden your child's experience but we can't afford to do everything we would wish without help from parents.

#### *What happens if I am unwilling to pay?*

Your contribution is voluntary.  
Your child will not be excluded from the activity.

**BUT if we do not receive enough voluntary contributions we may have to cancel the activity**

#### *What happens if I am unable to pay?*

Parents in certain financial circumstances (overle4af) will not be expected to make voluntary contributions.

#### *Will my voluntary contribution pay for people who have not paid?*

No. The amount we ask in voluntary contribution must not exceed the actual cost of the activity per pupil.

#### **We promise that:**

We will tell you at the outset if the activity cannot be funded without voluntary contributions.

We shall give as much notice as possible of any activities which will require voluntary contributions.

## **We can charge for optional extras**

We can charge for any materials, books, instruments or equipment if you wish your child to own them.

This means that we will make a charge for:

- Materials used in technology if your child is expecting to bring the finished product home
- Cookery ingredients if your child will bring the result home
- Trips which are not part of the school curriculum and outside the school day eg. Some theatre trips, football matches, music concerts
- After school clubs

We can charge for music tuition if it is not required as part of the National Curriculum and is provided for an individual pupil or for groups of up to four pupils.

### **We promise that:**

The charge will not exceed the actual cost of providing the optional extra.

We will obtain your agreement before we provide the optional extra.

## **Charging for residential visits**

*We believe that every child has an entitlement to a residential visit during their time at Stonesfield. This will be built into the school curriculum*

We can't charge for transport although we shall usually need to request voluntary contributions.

We may charge for board and lodging (unless parents are in receipt of one or more of the benefits listed at the end of this guide). The charge will not exceed the actual cost.

### **We promise to help you to plan for these costs by:**

- Issuing a calendar of visits/activities to ensure that you have as much notice as possible
- Having clear procedures to enable you to pay by instalments
- Publishing a fair, objective and transparent procedure for allocating places in case of over-subscription (we shall avoid 'first come, first served' which favours some pupils)

## **Special financial arrangements**

Parents who are in receipt of any of the benefits below will not be required to pay for

- Board and lodging on residential visits (not optional)
- Technology materials
- Music tuition
- Transport to out of school activities

In addition, reduced rates may be negotiated for:

- Extra-curricular activities.

### **Benefits required to qualify**

- **Income Support;**
- **Income-based Jobseekers Allowance**
- **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 does not exceed the government guidelines**
- **Guaranteed State Pension Credit**