

*A nurturing inclusive learning community that enables everyone to be their best*



**CALTON**  
PRIMARY SCHOOL



**CALTON**  
PLAYGROUP

## **CALTON PRIMARY SCHOOL AND PLAYGROUP CHARGING AND REMISSIONS POLICY**

**Approved by Leadership, Management and Premises  
FGB Committee on 26/06/2023**

**Next renewal date: FGB Term 6 23/24**

## **Introduction**

The purpose of the policy is to ensure that, during the school day all children have access to a broad and balanced curriculum. The Governing Board recognises the valuable contribution that a wide range of educational activities can make towards children's personal and social development. Examples of these activities include educational visits, visits to the school by theatre groups, writers, story tellers and artists in residence and extracurricular clubs.

The Governing Board aims to promote and provide for such activities both as part of a broad and balanced curriculum for the children at the school and as optional activities.

## **Charges**

All activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge.

The Governing Board reserves the right to make a charge in the following circumstances for activities organised by the school:

- Visits to theatres or other places of interest, deemed to be optional extras taking place outside school hours.
- Activities held on the school premises that are offered to children and run by a private provider (eg: Science Club).
- The cost of materials or ingredients used in curricular activities provided that parents have indicated in advance that they wish to own the finished product
- The cost of breakages or damage to school premises or equipment where this is a result of the child's poor behaviour

## **Remissions**

Parents whose family circumstances make it difficult for their children to take part in particular activities for which a charge is made are invited to apply in confidence for the remission of such charges, either in part or full. The Headteacher, in consultation with the Chair of Governors or Chair of the Leadership, Management and Premises Committee will make authorisation of remission.

## **Voluntary Contributions**

Nothing in this policy statement precludes the Governing Board from inviting parents to make a voluntary contribution towards the cost of providing

educational experiences for children. Where such a contribution is requested, it must be made clear that there is no obligation to contribute and that children will not be treated differently, according to whether or not their parents have made any contribution. It must also be made clear to parents whether they are being asked to contribute towards the whole of the activity, or a part. If the requested contribution is only a part, parents will be told where the balance of the funding will come from. It must also be stated if the activity may not be able to go ahead unless the cost of the activity is covered. No parents should be asked to contribute more than the share of their own child's proportion of the charge. In cases where the full cost of the activity is not then covered, the Headteacher, in consultation with the school Business Manager or Chair of Governors, will decide whether to subsidise the activity from School funds. If a child is absent from an activity for which their parent has paid a charge or contribution unfortunately that money cannot be refunded as the activity would still need to be paid for.

Extract from Schools Admission Code (DfE Publication):

1.84 Parents may also be concerned about the cost of school trips and extracurricular activities, fearing that their child may not be able to participate and this may discourage them from applying for a place at the school. Accordingly schools *should* make it clear where help may be available for those unable to afford the cost of school trips. They must make it clear that any contribution to school funds and voluntary contributions to trips are not mandatory and that the expectation is that low income (Pupil Premium) families will contribute a small amount, or nothing. Parents *must* be assured that they will not be asked to explain why they prefer not to contribute and that not contributing will in no way disadvantage their child.

1.85 A charge must not be made for a school trip.\*

- a) that is during school hours; or
- b) is outside school hours but it is being undertaken as part of the National Curriculum, or as part of a syllabus for a prescribed public examination.

\*The Education (Schools Sessions and Charges Remissions Policies) (Information) (England) Regulations 1999, (SI 1999/2255), places obligations on Headteachers, School Governing bodies and Local Authorities to make information available about Charging and Remissions Policies.

## **Pupil Premium**

Children who are entitled to Pupil Premium funding will have the cost of their educational visit paid for in full by the school. This does extend to Residential Visits. If the child becomes entitled to Pupil Premium funding before the Residential Trip takes place and payment or part payment has been made by the family, the payee can request a refund and the cost will be covered from Pupil Premium funding.

## **Playgroup**

Chargeable sessions for 3/4yos accessing NEF funding is £5 per hour from April 19<sup>th</sup> 2021.

Pre-funded places are chargeable at £10.50 per session, moving to £11.00 per session from September 1st 2021 and to be reviewed again in early 2022 ready for implementation in April 2022.

## **Swimming**

Swimming will be paid for by school for all Y5 children along with Y6 children that don't meet the required curriculum standard. Swimming is part funded from Sports Premium funding.

## **Best value**

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

## **Charges to Staff**

Staff will be charged £10 for a new identification card if they misplace or the card is broken through negligence. Identification cards issued for the first time are not chargeable and will be replaced if they no longer work due to a card fault or general wear and tear.