



Edgewood Primary School

Building skills and values for life

Charging and Remissions Policy

1. Admissions

There is no charge for admission to our school.

2. School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount decided by the school in conjunction with its meal providers.

3. Public examinations

There is no charge for examinations that are part of the curriculum, such as National Curriculum tests. Where pupils undertake music tuition in school (section 8), there may be charges for examinations in respect of instrumental or voice coaching.

4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (section 8). There is no charge for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (section 5)
- music or vocal tuition (section 8).

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the school's basic curriculum for religious education.

Optional extras

The school may charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of religious education
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.
- Any administrative costs solely incurred in the organisation of a qualifying visit.

The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set on a case-by-case basis according to the activity.

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. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 12).

When 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, including supply teachers engaged specifically to provide the optional extra
- 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.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 4. Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charging of the activity will be the same as is outlined in section 5. The charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

7. Residential activities

Our school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 11 for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Administrative Costs

The school may charge for any incurred administration costs of residential activities that fall outside of school hours (see section 5).

Activities

The school may charge for residential activities that fall outside of school hours (see section 5).

8. Music tuition within school hours

Edgewood Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

9. Extended services

Edgewood Primary School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services such as breakfast clubs and after-school care are provided by external organisations. In these cases charges will be made by the provider of the activities.

In addition, pupils who have a funded place at our nursery can also attend additional sessions. A charge will be made for these sessions, and a separate charge is also made for provision over the lunchtime between two sessions. Sessions must be booked in advance at the school office. Sessions paid for will not be refunded if the child cannot attend or the parent chooses not to send their child (e.g. due to illness, other absence from school or any other reason).

Some pupils will qualify for 30 hours funding. The correct codes must be provided by the dates associated with each term. Parents are liable for any costs if the code is not provided in a timely fashion.

10. Damage to property and breakages

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headmaster and dependent on the situation.

11. Remissions and concessions

The school may give consideration to the remission of charges to parents or carers who receive any form of support payment. However it is school policy that this is not done automatically but parents should speak to the School Business Manager, Headteacher or Visit Leader of the trip if they wish consideration to be made. The school takes this approach as many of our working families are in similar or worse financial situations.

Children of families who receive payments may also be entitled to free school meals. Parents who think they may be eligible should contact the office for further details. Any remission of charges will be dealt with confidentially. The headteacher will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and/or headteacher on a case by case basis.

12. Voluntary contributions

The school may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education such as school visits linked to curriculum studies. Voluntary contributions will be requested from all parents to cover the cost of the activities, with actual costs divided equally between the number of pupils. The contributions requested will not exceed the total cost of the activities and transport to and from them. There is no obligation for a parent or carer to make any contribution and children will not be treated differently in any case.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

When a parent has made a voluntary contribution it is not refundable if the child cannot attend or the parent chooses not send their child (e.g. due to illness, other absence from school or any other reason).

13. Inability or unwillingness to pay

Edgewood Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.