



## Charging and Remissions Policy

### School Vision

*Springfield is a caring, supportive and innovative school where everyone is recognised and appreciated as an individual.*

*Children are encouraged to be ambitious and to reach their full potential, so that they can take their place in their community and in the wider world.*

### 1. School meals

There is no charge for children who are entitled to free school meals or Universal school meals. Pupils who are not entitled to free school meals will be charged a set amount of £2.20 per day.

**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 that link directly to the learning (national Curriculum) taking place
- There is no charge for transport during school hours to school-organised visits such as collaboration day events and pupil leadership days

### Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the curriculum. We make no charge for this activity. We inform parents when these lessons are to take place

#### **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
- music or vocal tuition
- Extra curricular (not curriculum linked) trips and activities, including before and after school clubs

### 2. 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.

### 3. The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities.

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.

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.

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

Where the majority of a non-residential activity that is linked to the National Curriculum and 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 charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

#### **5. Residential activities**

**Our school will not charge for:**

- education provided on any visit that takes place outside school hours if it is part of the National Curriculum
- travel costs where the residential activity is classed as being within school hours
- residential activities linked to the curriculum 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. *We may charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not.* The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be asked to pay a reduced rate** (see **section 10** for more guidance on remissions). On an annual basis, the year 6 children attend Kingswood. At present the charge for this is £65.00 for non-FSM children and £35.00 for FSM. We reserve the right to change this amount if the amount per child increases by Kingswood. Parents will however be notified in advance.

##### **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.

##### **Activities**

The school may charge for residential activities that fall **outside** of school hours.

#### **6. Music tuition within school hours**

Springfield Community 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.

## **7. Damage to property and breakages**

Where school property has been wilfully or recklessly 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 headteacher and dependent on the situation.

## **8. Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the 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 headteacher.

## **9. 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.

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.

There is no obligation for a parent or carer to make any contribution.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'.

This list is not exhaustive:

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;

- Musical events.
- Trips to the zoo or beach etc...

#### **10. Inability or unwillingness to pay**

Springfield 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.

**Samaira Nasim**

**Ratified by governors- 19<sup>th</sup> June 2017**

**Review Date: June 2019**