



Charges and Remissions Policy

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Lastest Review date: October 2022

Next Review due: October 2025

CHARGES AND REMISSIONS POLICY

SUMMARY

Charges and remission for pupils

Charges are not allowed for any activity in school, with the following exceptions:

- Individual music tuition
- Residential trips
- Optional extras, that is, those activities which take place mainly or entirely out of school time
- Certain materials, in Food Technology and Design Technology, for example, where pupils are taking the product home
- Wilful damage to equipment, property or materials

The school may ask parents to make voluntary contributions to

- Educational visits , theatre trips etc
- External visitors to school where a substantial cost is incurred

STATEMENT OF CHARGES AND REMISSION OF CHARGES

INTRODUCTION

The Governing Body of Earlsdon Primary are conscious of the valuable contribution which can be made to children's education by educational activities beyond the school and beyond day to day curriculum. They are required by law to state the circumstances in which they will make charges for such activities and to say when they will exempt particular individuals from those charges.

Residential visits

A charge will be made for pupils taking part in residential visits whether these are required to fulfil the statutory requirements of the National Curriculum or religious education, or provided as an optional extra.

The charge will be at actual cost except in the case of authorised visits to Plas Dol-y-Moch where the charges will be in accordance with scales set by Coventry City Council. Children eligible and registered for free school meals (not UIFSM) will not be charged.

Optional Extras

Optional extras are those activities which take place mainly or entirely out of school hours and which are provided in addition to the school curriculum.

Optional extras provided from time to time by the school include for example evening theatre visits, visits to other countries to enhance language studies, visits to sporting events, visits to musical events, visits to exhibitions, Outdoor Studies trips and residential experience of a variety of kinds.

A charge will be made at actual cost to all participating pupils for optional extras. Such costs could include an appropriate element for:

- a pupil's travel costs ;
- a pupil's board and lodging costs ;
- materials, books, instrument and other equipment;
- non teaching staff costs;
- entrance fees to museums, castles, theatres etc. ;
- insurance costs;
- teaching staff specifically engaged for the activity.

The actual cost will be made known to parents before they are asked to agree to their child taking part in the activity. No child will be excluded from such an event for financial reasons and school will make every effort to negotiate a payment plan with parents or will subsidise the trip as necessary. Children eligible and registered for free school meals (not U IFSM) will not be charged.

Music Tuition

A charge will be made for individual tuition for all children in the playing of a musical instrument, where that tuition is not part of the approved curriculum of the school.

Materials used in school

The school will provide all materials and equipment (but not clothing) required for purposes of the curriculum. Essential protective clothing for example safety goggles will be provided by the school. In the case of Design Technology and Food Technology, a charge may be made for, or parents may be required to supply ingredients and materials if parents wish their child to take the product home. The charge in such cases will be not more than the actual cost of the materials and will be declared in advance to parents.

A charge may be made, at the discretion of the Head Teacher, for any wilful damage to equipment or materials, or for any loss of such equipment or materials when these have been placed in a pupils care.

Universal Free School Meals

In England, children may be entitled to receive free school meals if their parents receive certain support payments. Parents of eligible children need to register their child with their Local Authority for supported free school meals to ensure the school receives the maximum pupil premium allocation. From September 2014, all children in reception, year

1 and year 2 in state-funded schools in England were eligible for universal free school meals (UFSM). Registration for supported free school meals is requested in order to trigger the pupil premium payment. Only children who are eligible and registered will not be charged, not all those in receipt of UFSM.

Before & After School Club Charging Protocols: see club policy folder.

Extended Services & Lettings Agreement: see Lettings Policy

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