

# Rainow Primary School

*Caring, Learning, Achieving*

## Charging and Remissions Policy

<b>Policy written by:</b>	<b>Headteacher</b>
<b>Governor Committee:</b>	<b>Finance</b>
<b>Date approved by Governing body:</b>	<b>Spring term 2023</b>
<b>Review date:</b>	<b>Spring term 2024</b>

### **1. Introduction**

**1.1** All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and travel costs.

### **2. Legislation and guidance:**

**2.1** This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

### **3. Aims**

**3.1** Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made.

### **4. Definitions**

**4.1**

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

### **4. Roles and responsibilities**

#### **4.1 The Governing Body**

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.

The governing body also has overall responsibility for monitoring the implementation of this policy. In our school, responsibility for approving the Charging and Remissions Policy has been delegated to the Finance Committee.

#### **4.2 The Headteacher**

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

#### **4.3 Staff**

Our staff are responsible for:

- Implementing the Charging and Remissions Policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

#### **4.4 Parents**

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions policy.

## **5. Voluntary contributions**

**5.1** When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary and this is made clear to parents. If we do not receive sufficient 'voluntary contributions', we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

**5.2** On occasion the school pays additional costs in order to support a visit, usually using grant monies or pupil premium funding or support from the Friends of Rainow School (PTA). Parents have a right to know how each trip is funded. The school provides this information on request.

**5.3** 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;
- residential visits;
- musical events.

The Headteacher will have discretion to pay from Rainow School budget to assist in the whole or in part any student whose means would not enable them to pay for a particular activity for which charging is permitted. The Headteacher will inform parents on low incomes or are in receipt of certain benefits of the support available to them to help towards the cost of school trips.

## **6. Music tuition**

**6.1** All children study music as part of the normal school curriculum. We do not charge for this.

**6.2** There is a charge for individual or group music tuition if this is not part of the National Curriculum and where parents / carers have requested these lessons. The peripatetic music tutors teach individual or small group lessons and make a charge for these lessons. The tutors provide parents with information about additional music tuition on a termly basis. No charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

## **7 Swimming and Other Activities**

**7.1** The School organises swimming lessons for all children in Year 3. They take place in school time and are part of the National Curriculum. We make a charge to cover the travel costs for this activity. We inform parents when these lessons are to take place.

**7.2** Other related sporting/additional activities, within the curriculum, will be charged to cover the full costs for travel.

## **8. Activities outside the National Curriculum (NC)**

**8.1** Activities lying outside of the National Curriculum, and taking place outside School time, will be charged in full.

## **9. General**

- 9.1** All charges will be reviewed annually and revised in line with appropriate inflation factors.
- 9.2** Where appropriate, VAT will be charged and properly accounted for in accordance with the appropriate VAT regulations.
- 9.3** The school may require parents to pay for damage to or loss of school property for which their children are responsible and where reimbursement is appropriate. This will be at the Head teacher's discretion.

## **10 Hiring and Leasing Agreements**

- 10.1 Hiring** – Charges are made to cover costs including: caretaking, cleaning, heating, lighting, wear-and-tear etc. The exact hiring charge made will be dependent upon the use of the hire; the area of the site required; and the nature of the hiring organisation – at the Headteacher's discretion (acting as the 'Agent' on behalf of the Governing Body). For a fuller description of the charges, refer to the Lettings Policy.
- 10.2 Leasing** – The Governing Body draws up Leasing Agreements with any interested parties, through Cheshire LA Legal Services. The Licence must be agreed, and be in place, before the leasing period begins. NB Charges are made in advance of use.

## **11. Monitoring arrangements**

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.