Charging & Remissions Policy

Swindon Village Primary School

Approved by:	Finance Chair: Mr. L Bihari	**Date:** 03.11.26
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DSL	Mr. Mills – Head Teacher	
DDSL	Mr. Philcox, Mrs O'Leary, Mrs Brown,	

1. INTRODUCTION

Purpose and Background

Swindon Village Primary School wishes to make a broad programme of activities accessible to as many children as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school's budget. It also defines other circumstances when the school may wish to ask for voluntary contributions, how these charges will be worked out and who might qualify for help with the costs.

The Policy is written to comply with the 'Charging for School Activities' guidance produced by the Department for Education.

Legal Framework and Equality Statement

This policy is based on:

- Sections 449-462 of the Education Act 1996;
- The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999;
- Department for Education (DfE) Charging for School Activities Guidance (latest version);
- Equality Act 2010.

The Governing Body will ensure that charging and remission decisions are made fairly, consistently and transparently and do not discriminate against any pupil or family on the grounds of protected characteristics, disadvantage, special educational needs, disability, religion or belief, sex, sexual orientation, gender reassignment, pregnancy or maternity, marriage or civil partnership, age or race.

The Headteacher and Governing Body reserve the right to remit all or part of any charge in exceptional circumstances, including cases of financial hardship or where doing so would support a pupil's educational participation and inclusion.

Charging

No child should have his/her access to the curriculum limited by charges. However, the school reserves the right to levy a charge in any circumstances permissible under statute as detailed in the following pages.

When charges are to be made, the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

Parents may apply to the school for special consideration regarding financial support.

2. SUMMARY

Swindon Village Primary School **will not** charge for:

- admission to the school;
- education provided outside school hours if it is part of the National Curriculum or religious education;
- tuition for pupils learning to play musical instruments **if** the tuition is required as part of the National Curriculum;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;

Swindon Village Primary School **will** charge for:

- Materials and Equipment – any materials, books, instruments, or equipment, where the child's parent wish to own them;
- Optional Extras (see next page);
- Music and Vocal Tuition, in limited circumstances;
- Board and Lodging for residential visits

3. CHARGEABLE ACTIVITIES

Material and Equipment

Parents may be expected to provide materials, or be charged for materials where they wish to own the end product, for example, ingredients and or materials for items produced during food technology, textiles, design technology and art classes. Also, should a parent wish to own the books or equipment, such as revision guides, text books and musical instruments, these items will also be chargeable.

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments or equipment.

Optional extras are:

- education provided **outside of school** time that is **not** part of:
    a) the National Curriculum;
    b) a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
    c) religious education;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit.

In 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; this includes supply teachers engaged specifically to provide the optional extra;
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.
- The cost of buildings and accommodation.

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. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours, any charge will not include the cost of alternative provision for those pupils who do not wish to participate.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

4. VOLUNTARY CONTRIBUTIONS

Legislation allows the school's Governing Body to seek voluntary contributions for the benefit of the school or any school activities. However, if an activity cannot be funded without voluntary contributions, the Governing Body or Head Teacher must make this clear to parents at the outset. The Governing Body or Head Teacher must also make it clear to parents that there is **no obligation** to make any contribution.

The Governors of Swindon Village Primary School undertake that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled and the school will make sure that this is made clear to parents.

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit if it takes place.

At the school's discretion, some external visits and visitors into school may be funded in their entirety from within the school's budget. This will be decided on an activity by activity basis and, in these cases, no voluntary contributions will be sought from parents.

5. SCHOOL VISITS INCLUDING RESIDENTIALS

Swindon Village Primary School will ask for a voluntary contribution towards:

- educational activities provided on any visit that takes place during school hours;
- educational activities provided on any visit that takes place outside school hours if it is part of the national curriculum or religious education;
- transport provided in connection with an educational visit;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

- Where a school activity requires pupils to spend nights away from home, the school will make a charge to cover board and lodging. However, in line with DfE Regulations, no charge will be made for board and lodging in respect of children whose parents are in receipt of Free School Meals

6. DAMAGE/LOSS TO PROPERTY

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). This charge will be the cost of replacement or repair.

7. LETTINGS

The school will make its facilities available to outside users. The scale of charges will be determined annually by the Finance Committee and published in the School's Lettings Pack.

8. REMISSIONS

Swindon Village Primary School is fully inclusive and, consequently, the Governing Body has agreed the following remission package for all children who are in receipt of Targeted Free School Meals

- £30 towards School Uniform purchased through school
- 50% discount on school trips, swimming lessons and other school activities
- 50% discount on residential trips in Year 4 and Year 6 to support the cost of Board and Lodging
- Free school milk from Age 5
- Continued free school meals from Year 3

In addition to this, the school is happy to discuss financial issues with parents on an individual basis. Any parent wishing to do this should contact the School Business Manager for an appointment.

9. CONSULTANCY

Where a request is made to the school for a member of staff to offer their time as a consultant the Governors intend that the member of staff should benefit as far as is possible from any payment that is received after any school expenses have been met. The following principles will apply:

Charging Out – Consultancy

Each consultancy will be reviewed and charged accordingly

This fee may include:

- Up to 2 hours preparation time be that for the external work or for setting up a supply teacher. In the event of additional time being required an extra charge will be added to the fixed fee based on the normal hourly rate of the individual in the categories above
- Travel expenses within the Cheltenham area. Any requirement to travel further will incur an additional charge based on the current mileage allowances.

Where a consultancy involves an internal visit to the normal place of work e.g. SVPS, no fee will be charged as detailed above unless preparation time in excess of 2 hours is required, in which case it will be charged as above.

REIMBURSEMENT TO CONSULTANT

Reimbursement of all school expenses will be made through the payroll.

This policy is reviewed annually by the Finance Committee.

Appendix 1 - Summary of charging decisions for school trips

