

## **CHARGING AND REMISSIONS POLICY 2022**

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### ***Policy Statement***

Paget Primary School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities and to:

- participate fully in school curriculum
- contribute to all aspects of school life
- be a valued partner in the process of education

These aims must be seen to inform educational activities, whether in or outside the school and are therefore integral to the process of charging for school activities and to the remission which is available to parents/guardians who are on low income.

We aim:

- to make school activities accessible to all students regardless of family income
- to encourage and promote external activities which give added value to the curriculum
- to provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- to respond to the wide variations in family income while not adding additional unexpected burdens to the school budget

The development of a range of activities forms part of the school's forward planning process and is linked to the annual budget cycle, including pupil premium funding, with a particular emphasis on the identification of specific resources to support such activities.

It includes a number of key factors:

- the value of certain activities in relation to age/needs of pupils
- the cost of activity set against their educational value
- how the activity will be paid for
- the appropriate process for raising funding
- an assessment of whether the educational aims can be met in any other way
- an understanding of the various types of activities involved – for example, educational visits, music tuition, materials for practical work
- reference to additional or hidden costs – for example, lunch money and pocket money
- an assessment of local facilities

### ***Legislation- Education During School Hours***

The DfE, in its guidance to school governors, states that 'education' includes materials, equipment and transport provided in school hours by the LEA or the school to carry pupils between the school and an activity. It goes on to advise that 'although schools cannot charge for school time activities, they may still invite parents and other to make voluntary contributions (in cash or kind) ... the essential point is that no pupil may be left out of an activity because his or her parents cannot or will not make a contribution of any kind'.

### ***Education Outside School Hours***

'Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities which can be charged for as 'optional extras'. It is up to the LEA or governing body providing the activities to decide whether to make a charge.

**Residential Activity**

It should be noted that at the time of Covid 19, residential activities have been suspended. For a residential activity taking place outside of Covid 19 restrictions and largely during school time, or essential to the education provided at the school, no charge may be made either for the education or the costs of travel. However, charges can be made for board and lodging in these circumstances.

All relevant legislation is contained in the Educational Reform Act 1988: Sections 106-111, 117 and 118. Guidance is contained in the DES circular 2/89: Charges for School Activities.

**Remission Policy**

To ensure that access to activities becomes a reality and that outcomes reflect intentions, Paget Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Teachers will ensure that these children are not publicly identified and stigmatised. This will be accompanied by developing methods of collecting voluntary charges and school funds.

**Informing Parents**

Paget Primary School will follow the DfE Guidelines which state that ‘The LEA or governing body may not charge for anything unless it has drawn up a statement of General Policy on Charging ... A Policy Statement will take account of each type of activity that can be charged for, and explain when charges will be made ... Parents need to know how the charges will be worked out and who might qualify for help with the costs (or even get it free). A summary of ‘this information’ must be included in the prospectus published by the school.

‘If a charge is made for each pupil, this should not exceed the actual costs. If further funds need to be raised ... this must be by voluntary contributions or general fund raising.’

**Other**

The hire of the bouncy castle is available to schools in the consortium at £30.00, excluding insurance and transport. A charge of £60.00 will apply to schools outside the consortium.

**Implementation**

Planning, as part of the process of budget building, is essential to developing a charging policy at Paget Primary School which recognises quality of access. We endeavour therefore to produce a programme of activities based on a clear set of priorities identified by the school and taking into consideration the projected number of children (including known remissions), cost per head and a breakdown of transportation costs, entry fees, discounts, teachers costs etc.

Such a process however, should not inhibit flexibility and the capacity of the school to take advantage of opportunities which arise during the course of the year. These will be implemented in a way which is consistent with the school’s overall policy.

Signed: .....

Chair of Governors

Date: September 2022  
Review Date: September 2023