

Sandfield Close Primary School

Charging & Remissions Policy



Policy Date:	March 2023	Version	1.4	
Policy Review Date:	March 2026	Amanda Dhillon	Signed:	Date:
Ratified by Governing Body:		Shilen Pattni	Signed:	Date:

Sandfield Close Primary School Charging and Remissions Policy sets out the activities we will not charge for, and the conditions that must be met for the school to request contributions as set out in DfE Charging for School Activities – May 2018 and Sections 449 – 462 of the Education Act 1996: Charging for School Activities maintained by Local Authorities.

School governing bodies of maintained schools may choose to charge for certain defined activities in accordance to the Charging and Remissions Policy they have approved. This is to ensure the policy gives clear guidance about charging and remissions to staff and parents so that the law is followed and no child is discriminated against.

Charging

School governing bodies cannot charge for education provided during school hours (including the supply of materials, books and other equipment).

Charges cannot be made for education that takes place during schools hours (8.25am – 3.00pm), nor can they charge for activities that take place outside school hours if these are part of the National Curriculum.

School governing bodies may charge for permitted "optional extras" which include:

- Board and lodging for pupils on a residential trips/visits, with exception to families in receipt of income based support; income based job seeker's allowance support under part 6 of the Immigration and Asylum Act 1999, Child Tax Credit – provided they are not entitled to Working Family Tax Credit and have an annual income assessed by Her Majesty's Revenue & Customs that does not exceed £16,190 the guaranteed element of State Pension Credit and income related employment and support allowance. Universal Credit for those with a household income of less than £7,400 per year.

Further advice relating benefit eligibility can be found at www.gov.uk/benefits/families or queries in relation to Free School Meals can be found at <https://freeschoolmeals.leicester.gov.uk>

- Education provided outside of the school day that is not part of school time nor part of the National Curriculum or Religious Education.

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 the contracts for services purely to provide optional extras. This includes supply teachers engaged specifically to provide/support the optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of facilitating the optional extra activity and will be divided equally by the number of pupils participating. It will not include an element of subsidy for any pupils other than the pupils participating whose parents are unwilling or unable to pay the full charge.

Participation will remain the right of the parent and a willingness for them to meet the charge.

Activities with charge – Voluntary Contributions

Sandfield Close Primary School will not exclude any child from taking part in an activity that is taking place within the remit of the National Curriculum. Children of parents who are unwilling and unable to make a contributions will not be discriminated against. However if a parent is unwilling to give permission for their child to attend an activity the school reserves the right for the child to be withdrawn due to risk assessment and education visits guidance.

Sandfield Close Primary School will also ensure that it provides transparency in relation to Voluntary Contributions and will make it clear to our parents that if sufficient monies are not raised to cover the cost of the trip then the trip may be cancelled.

Swimming

Sandfield Close Primary School will take children in Year 4 to swimming every Tuesday. Children are taught in small groups according to ability. During these lessons they can gain a number of National Swim Awards from the Amateur Swimming Association.

Parents will be asked for a voluntary contribution towards the costs of providing swimming. These costs include insurance, bus fare, swimming tuition and additional staffing. Sandfield Close Primary School will only be able to provide swimming above and beyond the statutory requirements when the vast majority of parents are willing to make a voluntary contribution.

A significant contribution from the school budget is made to subsidise swimming every year.

Lost or Damaged Equipment

Sandfield Close Primary School reserves the right to charge parents for the replacement or loss of damaged equipment. Parents will be informed by the School Office in writing of the amount requested to replace the item.

The school governing body in collaboration with the Headteacher and School Business Manager will ensure that any financial support offered to parents in receipt of income related benefits will be fully itemised within the Pupil Premium allocation set aside for such support.

Parents are welcome to discuss in confidence of any financial difficulties they may be experiencing which may result in them not being able to pay for trips, school uniform or school meals with the School Business Manager.