



# **St Mary's C of E (Aided) Primary School, Pulborough**



**A Christ-centred school with a child-centred curriculum**

## **CHARGING AND REMISSIONS FOR SCHOOL ACTIVITIES POLICY**

This policy was adopted in: July 2018

The policy will next be reviewed in: July 2021



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## **INTRODUCTION**

**1.1** St. Mary's CE (Aided) Primary School provides many opportunities for its pupils to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities.

**1.2** The value of LOtC is well recognised by the Governing Body and fully supported throughout the school.

**1.3** The purpose of this policy is to provide clear information about charging and voluntary contributions for St. Mary's CE (Aided) Primary School activities.



## **VOLUNTARY CONTRIBUTIONS**

- 2.1** In general no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free.
- 2.2** It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.
- 2.3** St. Mary's CE (Aided) Primary School follows the West Sussex *Policy for Charging for School Activities* that mirrors the information given in the Department for Education's advice document published in May 2018 (<https://www.gov.uk/government/publications/charging-for-school-activities>) and should be read in conjunction with the information provided in the National Guidance [www.oeapng.info](http://www.oeapng.info).
- 2.4** No compulsory charge will be made for any activity which takes place during school hours.
- 2.5** Any contribution is entirely voluntary, and the pupils of parents/carers who are unable or unwilling to contribute must not be discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity may be cancelled.

## **ARRANGEMENTS**

To ensure good practice and compliance with the necessary regulations it is expected that:

- 3.1** All letters regarding contributions for school activities will make it clear that these are voluntary and that children of parents/carers who do not contribute will not be treated differently.
- 3.2** If any parents/carers have any financial difficulty (no pupil will be prevented from taking part) they will be invited to talk to the Headteacher who will come to an agreed arrangement.

## **RESIDENTIAL VISITS**

- 4.1** If a residential visit takes place covering 50% or more of the whole time spent on the activity within the school week, or it meets the requirements of the syllabus for a public examination, or is to do with the National Curriculum or religious education, no charge will be made either for the education or for the cost of travel.
- 4.2** Charges not exceeding the actual cost for the individual pupil can be made for board and lodging.
- 4.3** Voluntary contributions (as above) will be requested to cover all other costs.



**4.4** Pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Universal Credit with an annual net earned income of no more than £7,400
- Income support
- Income-based Jobseeker's Allowance (IBJSA)
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit, (with no Working Tax Credit) with an annual income of no more than £16,190

**4.5** An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of the school week, is not a requirement of the syllabus for a public examination and is not to do with the National Curriculum or religious education.

**4.6** In this case this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs.

**4.7** This charge will not exceed the actual cost of the provision.

**4.8** Parents/carers in receipt of the allowances identified above have the same entitlements.

## **MUSIC TUITION**

**5.1** There will be no charge for musical tuition if the teaching is an essential part of either the National Curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

**5.2** For other musical tuition, charges will be made for individuals or groups to play a musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at school.

**5.3** No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).



## **CLUBS OUTSIDE SCHOOL HOURS**

We have two types of clubs that take place at St Mary's School.

- i) Clubs and activities run by staff or parents that are free to all participants but we may ask for a voluntary contribution towards materials.
- ii) Clubs and activities provided by external providers which do have a charge.

## **SWIMMING**

The school provides swimming lessons for all children in the school. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of the upkeep of the pool. We inform parents when these lessons are to take place and warmly welcome volunteers. All volunteer helpers must hold a DBS certificate from the school before they can help with swimming.

## **FUND-RAISING / CHARITY EVENTS**

During the school year we hold various charity or Friends of St Mary's fundraising events. Children are encouraged to do something or wear something for a small voluntary contribution. This is not compulsory and no child is excluded if they don't wish to contribute.

## **DAMAGE / LOSS TO PROPERTY**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

## **OTHER CHARGES**

The Headteacher, Finance & Premises Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, eg. Photocopying.

## **REFUND OF MONIES**

### **A - Cancellation of Activity by the School**

In the event of the cancellation of an activity by the school, we will refund all monies in full, unless the same activity is to be re-arranged for another date.

### **B - Cancellation/Withdrawal of a Pupil by a Parent/Carer non-residential trip (involving a voluntary contribution)**

In the event of a decision by a parent/carer to reverse their consent and financial commitment to any activity, the school will refund voluntary contributions at 50% for notice



periods that exceed 15 clear school days before the activity (excludes day of notification and day of activity). No refunds will be given for notice less than this 15 school day period.

### **C - Cancellation/Withdrawal of a Pupil by a Parent/Carer non-residential trip (involving a compulsory payment/optional extra)**

In the event of a decision by a parent/carer to reverse their consent and financial commitment to any activity, no refunds will be given.

### **D - Cancellation/Withdrawal of a Pupil by a Parent/Carer for a residential trip (involving a compulsory payment/optional extra and voluntary payment).**

In the event of a decision by a parent/carer to reverse their consent and financial commitment to a residential activity, the school will adopt the refund policy as stipulated by the operator for that trip.

### **E - External Activities**

Refunds for external provisions are not a school matter.

## **INSURANCE**

Parents are reminded that West Sussex County Council offer a Pupil Personal Accident Insurance scheme for parents. Further information regarding this can be obtained via West Sussex County Council Legal Services, County Hall, Chichester, PO19 1RQ.

## **DELEGATION**

The Headteacher is responsible for implementing the policy and dealing with individual circumstances raised by parents/carers.

## **MONITORING & REVIEW**

The Governing Body will review this policy every 3 years, or as necessary due to any changes in legislation.

