



Warren Park Primary School

Charging and Remissions Policy

Reviewed by:	FGB	Responsibility:	FGB
Last Review:	January 2024	Next Review:	January 2025
Review Cycle:	Annually	Ratified by FGB:	15.01.2024
Chairperson's signature:			

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

1 Introduction

- All the education we provide during normal school hours is provided free of charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, however we do request a voluntary contribution towards school trips made during the school day which support teaching and learning.

2 Voluntary contributions

- When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may need to cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.
- If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.
- The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:
 - visits to museums,
 - sporting activities which require transport expenses
 - visits to places in relation to curriculum topics;
 - outdoor adventure activities;
 - visits to or by a theatre company;
 - visits to the school by companies to provide topic based workshops.

3 Residential visits

- If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do charge to cover the costs of board and lodging and a voluntary contribution to the travel expenses, but do not charge for education during 'school hours'. If we cannot raise sufficient funding, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

4 Music tuition

- All children study music as part of the normal school curriculum. We do not charge for this.
- There is no charge for individual or small-group music tuition, although this is an additional curriculum activity, and not part of the National Curriculum.

5 Swimming

- The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this.

6 Extra-curricular activities

- The school offers additional extra-curricular activities and may charge for the cost of resources and/or staffing.
- Some clubs are subsidised by the school and parents may be required to make a fixed contribution towards the cost.

7 School Lunches

- School Lunches should be paid for in advance. Any paid lunches not actually ordered to the Kitchen (due to absences or trips), will roll forward to be taken at a later date. In order to prevent arrears of dinner money from accumulating to a point beyond parents means to settle (and to be mindful of our responsibility as a 'responsible lender'), we will only allow a maximum of two weeks of arrears (at current rate). After this time the debt must be paid in full and a packed lunch provided by parents as no further lunches will be provided until full payment of the debt is received.
- Free School Meals are available to children whose parents/guardians are in receipt of benefits. There is an online service where you can check your own eligibility for free school meals. This can be accessed through the school website (Useful Links page) or <https://www.cloudforedu.org.uk/ofsm/hants/>. If you require assistance in checking eligibility the school office will be happy to help

8 Breakfast Club

- Our Breakfast Club is subsidised by school funds and we will therefore require places to be booked and paid for in advance. In order to prevent arrears accumulating to a point beyond parents means to settle, we will only allow two weeks of arrears. After this time the debt must be paid in full and pupils will not be able to attend the Breakfast Club sessions until full payment of the debt is received.
- Any places not paid for in advance will be charged at a higher rate due to the additional administration costs. If these costs remain unpaid, we may be required to remove access to the Breakfast Club until the debt is cleared. Children attending the Federation, whose parents are staff, may access the Early Bird sessions, free of charge, if their parents are required to start work before 8.30am (i.e. Class Teachers, Breakfast Club Supervisors, Minibus Escort etc).

9 School minibus

- We normally add a nominal charge to the cost of visits if children are transported in the minibus. However, we use this charge only to cover the expenses of the trip, and not to make a profit.
- We do not make a charge if children are transported in the mini-bus to an extra-curricular activity.

10 Charges for Activities

- When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on the parents who can pay to support those who cannot pay. Additional support may be available at the Headteacher's discretion.
- The principles of best value will be applied when planning activities that incur costs to the school and / or charges to parents.

11 Damage to Property

- Parents can be asked to pay for wilful damage to school property or the misuse of books and equipment.
- A charge will be made to replace lost reading books.

12 Reimbursements and Refunds

- Voluntary contributions will be reimbursed if the child is no longer able to participate in the activity.

13 Debt Management

- The school has no facility to carry debts. If debts are incurred, then the school has to use its budget to pay for them. This means that money, which should be spent on children's education, is used to pay for debts incurred by parents/carers not paying. Individuals or organisations that have previously defaulted on payments to the school will not be allowed further credit facilities. Where payments are regularly or consistently paid outside of the terms of supply, credit facilities will be withdrawn; please note that this includes credit for school dinners, club attendance and residential trip payments.
- The school will work closely with parents in working out a form of payment plan to help resolve any arrears.
- However, where no attempt is made to clear the debt we may be required to pass the debts to either Hampshire County Council Legal Team or a debt management company.

14 Monitoring and review

- This policy is monitored by the governing body, and will be reviewed every two years, as necessary.