



Charging and Remissions for School Activities Policy

Written: January 2018

Review: January 2021

Purpose of the policy

The purpose of this policy is to provide clear information about charging and voluntary contributions for Rose Green Infant's school activities.

Voluntary contributions

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. It is therefore not possible to levy a compulsory charge for transport or admission costs for visits to museums, sports activities etc. during school hours. Rose Green Infant 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 November 2013

(<https://www.education.gov.uk/aboutdfe/advice/f00213976/school-charging>).

No compulsory charge will be made for any activity which takes place during school hours. Any contribution is entirely voluntary, and the pupils of parents who are unable or unwilling to contribute are not 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 will be cancelled.

Arrangements

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

Children whose parents 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 in prescribed circumstances
- Income support
- Income-based Jobseeker's Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, (provided that the parent is not entitled to Working Tax Credit, and their annual income , assessed by HMRC does not exceed £16,190 for the year 2017/18)
- Guaranteed element of State Pension Credit
- An income related employment and support allowance that was introduced on 27th October, 2008

b) Outside School Hours

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 school hours. In this case, and for a residential trip, 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. This charge will not exceed the actual cost of the provision.

Parents in receipt of the allowances identified above have the same entitlements.

Music Tuition

There will be no charge for musical tuition if the teaching is an essential part of the KS1 national curriculum. 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 musical tuition at school. No charge will be made in respect of a pupil who is looked after by the Local Authority (within the meaning of section 22(1) of the Children Act 1989).

Monitoring and Review of Policy

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

Approved by the Governing Body under Chair's Action on 17/1/18

Re: example of draft letter requesting 'Voluntary Contributions' for an Educational Visit

Dear Year 1 parents

Trip to Amberley Museum and Heritage Centre -

To launch our topic "Journeys and Transport" next term, the children in Year 1 will be visiting Amberley Museum and Heritage Centre on XXX. We will leave school at approximately XX a.m. and return by 2.30 p.m.

The children will need to wear school uniform, with sensible walking shoes, trainers or wellies and also provide them with either a waterproof coat or a sun hat, depending on the weather!

The cost for this trip will be £XX which covers the coach fare, entrance to the museum. We appreciate that some families might find it particularly difficult to contribute all or part of the suggested sum, and if you feel that you are in such a position, please do not hesitate to contact Mrs Holloway in confidence to discuss whether some suitable arrangements can be made to reduce or cover the cost of your child's participation. Although the contribution is voluntary, we do need to point out that the school could not bear any of the cost of this visit without reducing its ability to provide the books and materials that are essential for its curricular needs and it is therefore probable that the visit could not take place unless all parents, who are able, are willing to contribute. We also need to stress that if a family were unable to contribute, and the trip were still to proceed, no child within the year group for whom the trip is intended will be disadvantaged and left out of the activities.

Under the new Universal Free School Meals policy all the children are entitled to a free packed lunch. Please could you indicate below if you would like us to order a packed lunch for your child or whether you would prefer to provide your own. In any event we would like you please to send an extra drink and snack for mid-morning in a throw away named plastic bag. Thank you.

Please sign the consent form and reply slip and return it with your contribution (cheque if possible please, payable to Rose Green Infant School) by no later than XX.

Yours sincerely

Trip to Amberley Museum - XX

Child's Name Class

- * I enclose the consent form and £XX for the trip to Amberley Museum
- * I would like a packed lunch ordered for my child
- * I will provide a packed lunch for my child

*please delete as appropriate

Signed