

Streatham Wells Primary School

Summer 2018

CHARGING AND REMISSIONS POLICY

We recognise the valuable contribution that the wide range of additional activities including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The Education Reform Act 1989 Section 106-111 and 117-118 sets out the law on charging in LA maintained schools

There are four areas of activity for which payment may be required:

1. Education Visits held mainly (50% or more) in school time
2. School Journeys
3. Materials and Ingredients for practical subjects

Voluntary Contributions

Schools are permitted to seek voluntary contributions to assist in the financing of any school activity. DFE guidance states that such contributions must be genuinely voluntary and parents should be made aware:

- (a) that there is no obligation to contribute
- (b) that pupils will not be treated differently whether or not parents have made a contribution

Where an activity cannot proceed without the benefit of voluntary contributions this must be made clear to parents at the outset. Parents will then be aware that the activity may not take place without their financial support.

1. Educational Visits

When planning an educational visit, a costing must be sought, including staff costs if not in school time. Where the educational visit cannot proceed without the benefit of voluntary contributions this must be made clear in the initial letter to parents when voluntary contributions will be requested.

The majority of parents make an annual contribution to trips so are not charged for individual trips. However parents will be charged if they do not contribute and are not pupil premium. All such

contributions should be collected before any bookings are made. An assessment of income will then be made and the proposed visit will be booked or cancelled.

All money received will be accurately accounted for by the admin officer so that cash may be returned in the event of a cancellation. Parents will be required to sign a receipt for any money refunded.

2. School Journeys

School Journeys will only be arranged if the full cost of transport and additional activities, entrance fees, etc. can be met:

- by voluntary contributions
- by fund raising activities
- from school budget

Parents will be informed, prior to booking, which of the above will apply and that the journey will not proceed if the finance is not available.

Activities taking place entirely and substantially outside of school hours may be charged for in full. Children who are entitled to pupil premium funding will be asked to contribute what they can afford.

3. Contributions from Parents

Parents will be asked to give a voluntary contribution of £15 per annum, £10 for subsequent children and this will support school trips and visitors to the school.

Parents may be asked to contribute to the cost of some items for practical subjects.

Parents will be asked to contribute towards the cost of non-educational events – parties and discos etc.

4. After school clubs

Charges may be made for activities occurring outside school hours where specialist tutors are used or staff from school lead activities. Funding will be sought to keep charges low. All clubs will offer places to disadvantaged children this may include families who are in receipt of

- Income Support
- Free school meals
- Child Tax credit
- Guaranteed state pension

This committee will monitor any funds used to support clubs from the main school budget.

5. Musical Instruments

Pupils are required to maintain and care for school equipment and to meet the cost of replacement should loss or damage occur because of negligence i.e. insurance would not operate.

Arrangements for monitoring and evaluation

The PPC Committee of the Governing Body will monitor the impact of this policy by receiving a financial report on those activities that charged, the numbers of children attending and the % of children entitled to pupil premium.