



## Ridgeway Primary School Charging and Remissions Policy

At Ridgeway Primary School we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities. Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents to make a voluntary contribution towards the cost, and in some cases, make a charge.

This Charging and Remissions Policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

### Aims

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for its implementation.

**Parental Voluntary contribution** - An amount of money asked towards an education experience from parents. **Any contribution will not exceed the total cost of the trip, visit or visitor.**

- Registered pupils at the school will not be treated differently according to whether or not their parents have made any voluntary contribution in response to the request.
- The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay will not be included in the charge to other pupils but be funded through the delegated budget, school fund or other fundraising.
- The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

**Remission** – Children whose parents are in receipt of the following support payments will, in addition to having a Free School Meal entitlement, also be entitled to the **remission of some charges**. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed the stipulated annual limit.

### Prohibition of Charges

All education during school hours is free. This includes all materials and equipment. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual music tuition taken at the request of the parent.

### **Trips, Visits and Visitors**

When organising school trips, visits or visitors which enrich the curriculum and educational experience of the children, the school requests that parents make a voluntary contribution to the overall cost to enable it to happen. **No child would be excluded from taking part in a school trip, visit or visitor as a result of a parent not making a voluntary contribution.** However, we may need to cancel the trip should not sufficient voluntary contributions be received.

School aims to give as much notice as possible when voluntary contributions are required. Parents are, when possible, are also given the opportunity to pay in instalments. **Sometimes the school pays additional costs in order to support the visit and keep the costs to parents at a minimum.** The school will provide information how each trip is funded on request.

### **Ingredients/Materials for Practical Subjects**

All materials will be provided for activities undertaken in school, although on some occasions, pupils may be requested to bring in low cost items from home for cooking activities or be asked to contribute towards the ingredients or resources. Failure to provide these will not exclude a child from the activity. **However in cases where a child wishes to retain a finished product, a small charge may be made.**

### **Activities not run by the School or LA**

When an outside organisation acting independently of the school or LA arranges an activity to take place in the school, usually after school hours, and parents want their children to join the activity, such organisations may make a charge to parents. This charge is the organisations fee and not the school

### **Swimming**

The school organises swimming lessons for children in Year 4. These take place in school time and are part of the National Curriculum. **We make no charge for this activity.**

### **Alternative Sporting Provision**

The school organises alternative sporting activities for children in KS2 during the summer term. These take place in school time and are part of the National Curriculum. **We make no charge for this activity.**

### **Music Tuition**

Where the school organises music lessons for children, these take place in school time and are part of the National Curriculum. **We make no charge for this activity.** During this time children will receive the use of a loan instrument provided by the school.

### **Additional Tuition**

Where pupils have the option to take up musical instrument tuition in addition to that provided by the school. For such tuition a charge will be made to parents to cover the total cost of the tuition. All tuition takes place in small groups. Groups of four will receive lessons of 25 minutes. The school aims to guarantee a minimum of 33 lessons per year. Lessons are taught by fully qualified, professional music staff. Payment will be made in advance for the whole term and pre-dated cheques for the two subsequent terms. Credit cannot be given for a child's absence. There will be a commitment for lessons to be taken from the beginning to the end of the school year, or from the date of commencement to the end of the year. Under normal circumstances, no refund will be made for the remaining lessons of a term, lost through termination of lessons at the pupil's request.

## Residential Visits

The school organises a residential visit each year. Where this takes place mid-week, and is designed to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of accommodation, food and supervision out of school hours.

**Governors of Ridgeway Primary School commit to subsidising this trip for all pupils. In addition the Governors of Ridgeway Primary School commit to further subsidising for Pupil Premium and other vulnerable pupils.**

Proposed Residential visit to Standon Bowers 2019 - 2020			
Total cost per pupil	School Subsidy	Cost to parent	Cost to Pupil Premium / disadvantaged pupils
£255	£125	£130	£50

## Loss or Damage to School Property

Parents, of a pupil who damages or loses any item of school property or equipment including but not limited to; reading books, classroom equipment, ICT equipment, windows and other fixtures and fittings are liable for the cost of repair or replacement. The decision of the required payment will be made at the discretion of the Head teacher and Governing Body taking full account of the action which has led to the loss.

**Extended School Provision** – School provides a provision of childcare outside the standard school day, through Ridgeway Extended Services, where it is optional as to whether the child attends. Charges will be made to parents who choose to use this service. The charge made will be in line with the fee structure in place. Fees are reviewed by the Governing Body on an annual basis.

**Extra-Curricular Activities** – School provides a range of out-of-school clubs both within the lunch hour and after school which pupils can chose to attend. Clubs which operate during the lunch hour within the school day are provided free of charge. Clubs which run after the end of the school day, a nominal charge of £1 per session is charged. Payment must be made in advance for all sessions within a club block. Vulnerable pupils and pupils in receipt of Pupil Premium may be subsidised for some of these activities.

Sometimes school will choose to use an external provider to offer extra-curricular activities if it is believed that these external providers are offering a service that Ridgeway cannot offer itself. In these circumstances where the request for the service has come from the school, no charge will be made to the provider for use of the school premises. Such providers will charge participants for the activity and this charge will be passed directly onto the parents.

Extra-Curricular clubs will also be provided through Ridgeway Extended Services. A charge will be made for these clubs in line with the fee structure in place for care provision. Children who have already paid the fee for care provision will be given the opportunity to join in with the club activity free of charge.

Ridgeway Extended Services also provides Extended Day Care through Ridgeway Sunbeams and daily sessions for 2 year olds in Ridgeway Rainbow Tots. Fees are reviewed by the Governing Body on an annual basis.

School provide whole year full day care for children from 6 weeks to 5 years through its Sunny Days Nursery. Fees are reviewed by the Governing Body on an annual basis.

**External Lettings** – School may choose to let the hall, community room, IT suite or school field for use by external providers as a form of revenue for the school. Charges for the let will be in line with the schools Letting Policy which is reviewed by Governors on an annual basis.

Updated October 2019

Joanne Jelves

**Document History**

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**This policy is reviewed annually**