



# Abbots Farm Junior School

## Charging and Remissions Policy

This charging policy has been compiled in line with DFE requirements and in accordance with s457 of the Education Act, 1996

### Introduction

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

Central to the delivery of the school's curriculum are real life experiences. The school organises a wide and varied range of educational visits and visitors many of which are free. The school does ask for voluntary contributions for some visits and visitors (including swimming).

At Abbots Farm Junior School we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All our pupils are entitled to the development of knowledge, understanding, skills, and attitudes.

### Aims:

We aim:-

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget

### Charging for school activities

The School pays for educational visits and visitors during school hours through:

- Voluntary contributions from parents and carers
- Use of the pupil premium fund from the school budget
- School Fund subsidy where applicable
- Support from other sources i.e. PTFA, Hillmorton Charities

The cost of an educational visit or visitor is made up of:

- Entry or booking fees
- Travel costs ie cost of train tickets, coach hire etc
- Board and lodging if the trip is a residential

The School will publish school trip dates in each term's calendar and give at least 4 weeks' notice for any trip or visit. Parents and carers are asked to contribute towards an educational visit. The cost of trips is currently capped at £10 and frequently less than £10. Parents and carers will receive a year's notice for residential visits. Parents and carers may pay in instalments for all visits and visitors. The school may fundraise to support the cost of trips.

## **Remissions**

To ensure that access to activities reflects intentions, Abbots Farm Junior School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school has organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

## **Data Protection of pupils and families.**

Teachers will ensure that these children are not publicly identified. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

Where pupils have parents who are in receipt of Income Support and qualify for Free School Meals the cost of the visit or visitor is paid for directly by the school through the Pupil Premium fund.

All pupils are allowed to experience the visits and visitors regardless of payment but if the school does not receive sufficient voluntary contributions then the event may be cancelled. All information relating to payment method is confidential. Parents are welcome to discuss any concerns with the Headteacher.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities. These charges, indeed, make some activities possible which are beneficial to the children and which could not be financed by the school. We do endeavour to keep costs to a minimum and organise fund raising events to help with the cost of the trip. Please see the activities and charges at the end of this document.

## **Curriculum links**

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work.

Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children. For each subject in the curriculum there is a corresponding programme of activities which includes visits by specialists.

These are just some examples of the types of trips we have offered in the past:

- ◆ English – theatre visits, visits by authors, poets and theatre groups;

- ◆ Science – use of the school grounds, Brandon Marsh Wildlife Centre, Leicester Space Museum;
- ◆ Mathematics – use of shape and number trails in the local environment;
- ◆ History – castle visits, study of local housing patterns, Sulgrave Manor, Lunt Fort, local museums;
- ◆ Geography – use of the locality for fieldwork, village trails;
- ◆ Art and Design – art gallery visits, use of the locality;
- ◆ PE – range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- ◆ Music – range of specialist music teaching, extra-curricular activities, local schools’ choir events;
- ◆ Design and technology & ICT – visits to local Land Rover Design Centre; Drayton Manor
- ◆ RE – visits to local centres of worship, visits by local clergy and other faith leaders.

We also have regular visits from our local police officers and health workers. These visits support the personal, social and health education of our children. A local clergyman attends special assemblies each half term.

### **CHARGING**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum which is not otherwise covered in school. We may, however, ask for a voluntary contribution (e.g. in the case of swimming lessons) when the school incurs expenses that it cannot otherwise cover.

### **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions we may cancel a trip. If a trip goes ahead it may include children whose parents 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. The ability of the school to subsidise visits is very limited and visits may have to be cancelled because of financial restraints. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as ‘optional extras’. This list is not exhaustive:

- ◆ visits to museums;
- ◆ sporting activities which require transport expenses;
- ◆ outdoor adventure activities;
- ◆ visits to the theatre;
- ◆ musical events.

Any monies generated that are surplus to the trip will remain to support shortfalls in future trips. Any significant surplus from residential visits will be refunded. Smaller amounts from residential visits will be accumulated for the purpose stated above.

### **Residential visits**

If the school organises a residential visit in school time or mainly school time we ask for a voluntary contribution towards the cost of the activity and travel expenses. We also make a charge to cover the costs of board and lodging. Parents who receive state benefits can request financial support from the governing body. This support is at the Governors discretion.

### **Breakfast & After-school club (Kidzone)**

The School will charge parents for these services, out of school hours, and the scale of charges will be approved by the Governing Body on an annual basis

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this study as it is part of their entitlement. We give parents information about additional music at the start of each academic year. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. These lessons are organised and run by Warwickshire County Music Service and they make a charge for such tuition. Parents in receipt of state benefits can request support from the governing body.

### **Swimming**

The school organises swimming lessons for all children in year 3. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. These lessons take place in school time and are part of the National Curriculum. We ask parents for a voluntary contribution which covers the cost of the qualified swimming teacher and the transport to the leisure centre.

### **Extra-Curricular Activities run by External Providers**

External providers will set and collect their own charges.

### **Materials and Ingredients**

A voluntary contribution for materials and ingredients relating to activities taking place during school hours will be sought where a finished product is sent home i.e. Food / Design Technology.

### **Loss, breakage and damage to school property**

The governing body reserves the right to seek reparation from parents where their child causes deliberate loss, breakage or damage to school property.

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved annually by the Resources Committee.

Policy Reviewed by EVC Coordinator: August 2015

Agreed by Resources Committee: Date October 2015

Reviewed April 2020 by Resources Committee

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