



Great Sampford Primary School

Charging & Remissions Policy

Autumn 2022

Rationale:

At Great Sampford Primary School we do not charge for most of our school-time activities. We do, however, make appropriate charges (or request a voluntary contribution) from parents/carers if we believe such additional funds will enrich the quality and range of activities on offer. It is sometimes the case, for example, that a particular activity cannot take place without some additional financial support from parents/carers. Crucially, no pupil will be excluded from an activity because their parents/carers are unable to make a contribution.

There is no limit on the level of voluntary contribution, which parents/carers can make to school activities nor is any restriction placed upon the use of such contribution. A request for a voluntary contribution towards the cost of an activity could, for example, include the cost of travel for accompanying adults. Also, parents/carers could be asked for a voluntary contribution towards part of the cost whilst the shortfall could be met from the proceeds of other fundraising. Parents/carers who have contributed voluntarily may be given a refund if their child is unable to take part in the trip through illness.

The premises are seen as a resource and will be used by the Governors of the school to further the work of the school by raising income from hirings and lettings (see separate policy).

This policy is drawn up following DfE advice as set out in:

Charging for school activities. Departmental advice for governing bodies, school leaders, school staff and local authorities. October 2014

Contributions are voluntary. Pupils of parents/carers who are unable to contribute will not be 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 as deemed necessary by the Head Teacher.

Charges to parents will be made for:

- Individual music tuition within school hours. The charge will be in accordance with the scale as approved from time to time by the Governing Body and the parents will be notified in advance of tuition.
- Board and lodging for educational visits. The charge will not exceed the actual cost of the board and lodging provided for each pupil involved. However, additional costs may be included to cover the expenses of the accompanying staff.
- A contribution towards the cost of: travel for educational visits and sporting events, day trips, visiting performers, theatre and museum visits.
- School Meals. These will be charged for on a not for profit basis.*
- Clubs run by teachers during and after school, for example: cross country, chess, cookery, are free of charge to attend, however occasionally charges will be made for consumable materials used at the club. Other clubs run by outside providers and support staff are charged at cost.

*Please note that payments for school meals must be made in advance, preferably by cheque. Should a parent accumulate arrears totalling £10 then, following due process (two letters sent home) the school reserves the right to cease to offer the facility. This will be dealt with on an individual basis.

Charges to parents will not be made for:

- National Curriculum or Statutory Religious Education and related activities in school time.
- Any ingredients, materials, equipment etc. needed for practical curriculum subjects.
- Any other activity which is provided to fulfil the requirements of the National Curriculum, even if the activity takes place outside of school hours.

Voluntary contributions from parents will be invited for:

- the benefit of the school or
- in support of any activity organised by the school whether during or outside school hours.
- activities wholly or partly in school time which otherwise would be prohibited by cost.
- An activity where it enables an increase or enriches non-statutory extra curricular provision at any time.

The school organises swimming lessons for years 3 and 4. Lessons take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to cover the cost of transport to and from the pool, provision of a specialist teacher and hire of the pool itself.

Parents will be notified when these lessons are to take place.

All voluntary contributions are on a not for profit basis and will not exceed the cost per pupil of the activity or trip. There will be no obligation to contribute and no differentiation shown to pupils whether or not their parents make such a contribution.

Charges for use of the facilities:

- We support the development of all community groups use of school facilities through the work of the Village Hall Committee.
- We offer minimum cost of facilities for no-profit making community activities.
- We raise income for the school from appropriate groups' use of facilities.
- Remissions will be made for:
- Board and lodging for educational visits in full or part for a pupil whose parents are in receipt of income support or family credit or whose income is assessed at the level equivalent for those benefits.
- Pupils in receipt of PPG funding.
- Similar circumstances for music tuition.

Parents will be notified of the relevant changes in charging.

Should any parents feel that, due to personal circumstances, they are unable to make a contribution they are advised to speak in confidence to the Head Teacher to discuss their particular situation.

The costs of participation by any pupil whose parents are unable to pay will not be included in the charge to other pupils but will be funded through the school's budget.

Money and cheques in school:

We encourage all money to be submitted to the school using the online payment system. Our office team will support anybody with setting this up or with any administrative enquiries. We only accept cash payments in exceptional circumstances.** If your child brings money or cheques into school you must ensure that:

- it is in a sealed envelope with your child's name on.

- it is handed to the class teacher at the beginning of the school day.
- you obtain a receipt for any cash that is deposited with the school office.
- all cheques to be made payable to Essex County Council except for school uniform which should be
- made payable to Friends of Great Sampford Primary School PTA
- payments should be made by cheque wherever possible.

**Payment by cash means there is no clear audit trail so it is the responsibility of the parent to prove payment has been made if there is a query.

This policy was approved by the Full Governing Body at their meeting in July 2022 and will next be reviewed in the Summer Term of 2023.