

Chapmanslade

Church of England Voluntary Aided Primary School

Charging and Remissions Policy for School Activities, Trips and Visits

Rationale

The 1996 Education Act sets out the law on charging for school activities, and requires all schools to have a policy on charging and remissions (exemption from charging) for school activities. The full participation of all pupils in school life is central to the ethos of our school. We shall do our best to offer a range of trips, visits and activities that enrich and enhance learning for all pupils, but we must work within the limits of the school budget.

Aims

This policy aims to ensure that governors, staff, parents and pupils are provided with a clear understanding of the activities that can be charged for, and of the circumstances where parents are exempt from the charge. The policy outlines how the sum charged is reached, and when an activity will be cancelled due to insufficient parental contributions.

Guidance on Charging

In general, all education provided during school hours is free, though music tuition can be an exception to this (see below).

Residential School Visits

We will charge for the cost of board and lodging during overnight school trips and for enrichment activities that are not part of the National Curriculum. The cost to an individual parent must not exceed the actual cost of their own child's participation, and the school must not make a profit.

Parents who are in receipt of certain benefits are not required to pay (See Remission of Charges below).

Music Tuition

Charges can be made when the tuition is not an essential part of the National Curriculum. In practice, there will be a contract between the peripatetic music teacher and individual parent, and the school will not become involved with the invoicing. We expect all of our peripatetic teachers to provide a clear charging structure to parents.

Breakages and Replacements

Schools can charge for breakages and replacements as a result of damages caused wilfully or negligently by pupils, and Chapmanslade will always do so.

Extra-Curricular Activities and School Clubs

Chapmanslade School will charge for extra-curricular activities and school clubs led by external providers, or when the purchase of materials is necessary for the operation of the club. A clear charging structure will be provided to parents in the termly clubs letter. The clubs letter will also make clear when payment should be made direct to the provider.

The school also runs its own clubs (run by members of Chapmanslade School's staff) occasionally – these are charged significantly less than clubs run by external providers.

Voluntary Contributions

Schools can ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours; for school equipment; or for school funds generally. If an activity cannot go ahead without sufficient voluntary contributions, we will make this clear to the parents at the outset. Contributions are voluntary, and pupils of parents who cannot or will not contribute will not be excluded from the activity if it goes ahead. If insufficient voluntary contributions are raised then the activity may be cancelled.

Remission of Charges

In order to remove financial barriers to participation from disadvantaged pupils, the school will endeavour to reduce or remove the cost of taking part in an activity for children who would otherwise miss out. Parents who are in receipt of one of the following benefits are encouraged to contact the school in confidence:

- Income Support
- Income Based Jobseekers Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they do not also receive Working Tax Credit)
- Guaranteed State Pension

Further Information

When organising trips and visits, the school will take the financial burden to parents into consideration, spacing events throughout the year. Any parent can request payment by instalment. Payment by instalment will be offered for residential trips with a high cost.

Monitoring and Evaluation

The headteacher monitors the effectiveness of this policy through a number of means including discussion with class teachers about the relevance and desirability of any planned activity or trip, and liaising with the school business manager to understand parent payment preferences.

Review

Approved: September 2023

Next Review: September 2025