



Lodge Farm Primary School

Charging and remissions Policy

Reviewed April 2024

Purpose

We believe all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions 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 Charging Policy

No charge will be made in respect to admission to the school.

No charge will be made for activities which take place wholly or mainly during school hours, except in the case of individual music tuition.

No charge will be made for entering a pupil for any prescribed public examination for which the pupil has been prepared for by the school

Lodge Farm Primary School charges for the following areas of activity as permitted under the Education Act 1996:

- board and lodging on residential visits
- costs incurred in providing individual tuition in learning and playing a musical instrument whether in or out of school hours
- optional extra activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination, and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education, participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made
- the cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours
- the cost of resitting prescribed public examinations where no further preparation in terms of timetabled lesson time has been provided by the school
- the cost of entering a pupil for a second public examination when preparation by the school enables the pupil to take more than one examination
- the cost of examination late entry or amendment fees depending on the reason for lateness or change
- the cost of any scrutiny of examination results if so requested by parents
- the cost of any books (eg literature texts) where pupils will need to make annotations in the books as part of their learning

- the cost in cash or in kind of ingredients and materials needed for practical subjects such as food or art and design if parents have indicated in advance a wish to own the finished product.

Additionally:

- the cost of repairs or replacements to buildings, furniture, IT and other learning resources where wilful damage or loss has been caused by a pupil.
- where a charge is made it is normally payable in advance.

Voluntary Contributions

Parents may be asked for voluntary contributions and if an activity cannot proceed without the benefit of such contributions parents will be told at the outset.

Where an activity is counted as wholly during the school day, no child will be excluded because his/her parents are unwilling to pay a voluntary contribution

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided by the number of pupils willing to participate. The charge will not take into account the cost of staff already employed by the school.

Music

Where charges are made they will not exceed the actual cost of the lesson.

If individual music tuition is available the governors will make arrangements to ensure that pupils whose parents are unable to make a financial contribution are not excluded from the possibility of such tuition.

Extended Activities

A private Breakfast and After-School club operate on the school premises and fees are payable directly to them.

Additional activities provided by other agencies are optional and the agreement is with the provider regarding any charges and is notified beforehand.

School Journeys

Residential trips are offered for all pupils in Year 6. The Governors hope that parents will encourage their children to take part in these valuable experiences but it is not compulsory.

Arrangements for Monitoring and Evaluation

The Finance Committee of the Governing Body will monitor the impact of this policy receiving on an annual basis a financial report on those activities that resulted in charges

being levied, the subsidies awarded (without giving names) and the source of those subsidies.

The Remission Policy

Pupils who qualify for Pupil Premium or Free School Meals will receive the following support:

- Partial remission of the cost of a trip or visit which is curriculum related and for which we would request voluntary parental contributions. Parents will be notified of the amount of remission on offer in the initial letter relating to any activity.
- The school will where possible provide other support to those qualifying for Pupil Premium and Free School Meals on request where the request relates directly to educational activities. The amount of funding available to support these activities will be determined at the start of the academic year and subject to the allocation of PP funding and the number of planned activities.

Additional considerations

The governing body recognises its responsibilities to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- We have established a system for parents to pay in instalments
- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection. However, priority will be given to those who meet the deadline for applications for any activity.