

ADAMSDOWN PRIMARY SCHOOL



Aim High Be Kind Show Respect

Charging and Remissions Policy

Lead Responsibility: Head Teacher

Date: 7th September 2021

Review date: 6th December 2022

Signed (Head Teacher):

Signed (Chair of Governors)

Introduction

This policy has been formulated in accordance with Cardiff County Council's guidance on charging and remissions.

The aim of the policy is to set out what charge will be levied for activities and the letting of school premises, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. The policy has been drawn up in accordance with Sections 449 – 462 of The Education Act 1996, which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities.

The Governing Body of the school is responsible for determining the content of the policy, and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet that cost.

This policy will be reviewed annually.

In the opinion of both the Governing Body and the teaching staff of this school it is vital that the children in our care be given as wide a range of experiences as possible. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum including individual or group music tuition.

Voluntary contributions

At Adamsdown Primary School, it is agreed that no child will be prevented from taking part in a school activity because of parents' inability or unwillingness to meet the cost.

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 visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit (at short notice). If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

In cases where a non-residential trip or visit takes place during and partly outside school hours, fund raising will be solely on the basis of voluntary contributions. Children in receipt of Free School Meals are entitled to a packed lunch on the day of

a school trip if a request is made to the School Cook in adequate time.

Residential visits

For residential visits it is agreed that a charge will be made for board and lodging whether or not the activity takes place in school hours. Such a charge will not exceed the actual cost of providing board and lodging for that pupil. There will also be a charge towards the cost of travel expenses.

Swimming

The school organises swimming lessons for children in Year 6. These take place in school time and are part of the National Curriculum. We make no charge for this activity. 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. However, as swimming forms an element of the P.E curriculum, it is envisaged that all pupils will take part in these lessons.

After School Clubs

We charge children for after school clubs where resources are needed to carry out activities, such as cookery and sewing.

Voluntary Contributions

At all times the school reserves the right to seek voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non-residential. All requests for contributions will make it clear that there is no obligation to contribute and that no pupil will be treated differently according to whether or not their parents have made any contribution in response to the request.

This policy has been discussed by all teaching staff and the Governing Body, and will be reviewed annually.

Remissions

The Governing Body will not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The Governing Body will:

- Remit all charges otherwise payable by parents of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents meet the criteria for the 'benefits' that qualify them for free school lunch eligibility purposes;
- Give consideration to remitting all or part of any charges payable by a parent of a pupil in all other instances pursuant to its charging policy.

- Parents who can prove that they are in receipt of the following support payments will, in addition to having free meals entitlement, be exempt from paying the cost of board and lodging of a residential trip:
- Income Support
- Income-based Job Seeker's Allowance
- Any other benefit or allowance, or entitled to any tax credit under the Tax Credits Act 2002 or element of such a tax credit, as may be prescribed by regulations from time to time for any period wholly or partly comprised in the time spent on the trip. Currently, the following are prescribed:
- Support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HM Revenue and Customs) does not exceed £16,190 (i.e. children who are eligible to receive free school meals);
- Income related employment and support allowance; and
 - Guarantee element of the State Pension Credit
 - Receipt of Universal Credit.

When arranging a chargeable activity, such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher, in consultation with the Chairperson of the Governing Body will make authorisation for such remission.

Head Teacher

Chair of Governors

Dated