

Lydgate Junior School

CHARGING AND REMISSIONS POLICY



Lydgate Junior School believes that 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.

What parents will have to pay for, and how charges may be waived

School is free for all pupils and parents cannot be charged for any activity undertaken as part of the National Curriculum. The aim of this policy is therefore to describe charges for 'optional extras,' i.e. things that are available over and above the core entitlements of the national curriculum, what reductions are available and the circumstances under which voluntary contributions will be requested from parents.

Prohibition of Charges

The Governing Body of the School recognises that relevant legislation prohibits charges for the following:

Education

- an admission application
- education provided during school hours (including any materials, books, instruments or other equipment) as part of the National Curriculum
- education provided outside school hours if it is part of the National Curriculum, or preparation at school for a prescribed public exam or part of religious education
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum
- entry for any prescribed public examination if the pupil has been prepared for it at the school

Residential Visits

- education provided on any trip that mostly takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

Transport

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school
- transport provided in connection with an educational trip.

Charges

Charges may be made for the following **optional extras**:

Education

- individual tuition in the playing of a musical instrument

Residential Visits

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - transport
 - materials and equipment
 - non-teaching staff costs
 - entrance fees
 - insurance costs

Parents will be able to spread the cost of such trips over a longer period on an instalment basis.

Extra-curricular activities and school clubs

- Staff, premises and resources costs of clubs & other activities

Additional

- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- extra-curricular activities and school clubs
- buildings and accommodation costs in connection with the provision of an optional extra.

The decision about whether to levy a charge or not for the activities listed above will be made by the Headteacher having considered the costs to school, overall budget implications, the priorities for development within school and alternative funding options.

Activities may run within school premises, which are not organised or managed, by the school. Charging structures for these activities are not the responsibility of the school, but will be taken into account when decisions are being made within the Lettings Policy.

Reduction or removal of charges

Parents whose children are eligible for Free School Meals, and parents in receipt of the following benefits who are experiencing financial hardship, may be offered assistance in paying for the optional extra. A parent may apply for assistance by writing with necessary proof and information to the Headteacher. The decision will be at the discretion of the Headteacher.

- Universal Credit (net earned income does not exceed £7,400)
- Income Support;
- Income Based Jobseeker's Allowance;
- An income-related employment and support allowance.
- Support under part VI of the Immigration and Asylum Act 1999;
- The guaranteed element of State Pension Credit.

- Child Tax Credit, where the parent is not entitled to Working Tax Credit, and whose annual gross income (as assessed by The Inland Revenue) does not exceed £16,190 (February 2021).

Voluntary Contributions

When organising school trips, visits or other activities to enrich the curriculum and the educational experience of the children, the school may invite parents to contribute to the cost. All contributions are voluntary with no obligation to pay. However, if insufficient voluntary contributions are received the activity may be cancelled.

When making requests for voluntary contributions, parents will not be made to feel pressurised into paying and pupils whose parents have not contributed will be allowed to participate fully in the trip or activity.

Voluntary contributions will be used to offset the cost of the activities and the total raised will not exceed the cost of the activity.

The following list details areas where voluntary contributions may be requested:

- transport provided in connection with educational trips
- entrance fees and other costs connected with educational trips and visits
- curriculum enhancement activities, such as theatre performances, dance groups or creative workshops, and
- resources used in enhancement activities.

Part or all of the cost of an activity may be covered, at the discretion of the Headteacher, by funds from:

- School Private Fund
- Sports Premium (for appropriate activities)
- Pupil Premium (to support qualifying pupils)
- Specific grants or donations
- Schools' delegated budget

Where costs cannot be covered by these combined means, an activity would be cancelled. All arrangements, including the collection of voluntary contributions, will be made early enough to avoid charges due to cancellation.

S R Jones

Headteacher

This policy has been formulated in accordance with the Local Authority's guidance on charging for school activities.

The Governing Body of the School is responsible for determining the content of the policy and the Headteacher for its implementation.

Publication of Information

This policy will be published on the school website and made available in paper form on request.

Date of Policy review: March 2023