

Garton on the Wolds Primary School

REVISED January 2025

CHARGING AND REMISSIONS POLICY

The Governors wish to make the school's programme of curriculum visits and activities available to as many students as possible. They endorse the principle that no student should have access to the curriculum limited by charges but recognise they have to operate within the constraints of the school budget.

The Governing Body also recognises that there is a clear distinction in charging between Curriculum and Non-Curriculum activities.

A CURRICULUM ACTIVITIES

Any charges made by the school for curriculum activities must meet the requirements of the 1996 and 2002 Education Acts. It is the policy of the governing body:

1 Residential Trips – Board and Lodging

To levy a charge for all board and lodging costs on residential visits, except where students are entitled to statutory remission.

2 Curriculum Activities

To request voluntary contributions from parents in advance for curriculum activities/trips during school time. No student should be excluded by reason of inability or unwillingness to make a voluntary contribution. However, if insufficient voluntary contributions are raised to fund the activity/trip, then it must be cancelled and a full refund given. Any insurance costs will be included in charges for trips and activities.

The Headteacher can approve a contribution from school funds for curriculum trips where there is an inability to contribute and the parents meet the statutory remission criteria. A letter should be requested from the parents and passed to the Headteacher for approval.

3. Curriculum Residential Trips – Board and Lodging

Where LESS than 50% of the trip time is outside school hours (sessions) then it can be charged for as an optional extra requiring voluntary contributions but the board and lodgings can be charged in full.

Where MORE than 50% of the trip is outside school hours (sessions) then it can be charged in full as an optional extra.

The school can charge in full for board and lodging on ALL residential trips which involve students in nights away from home for trips.

Governors are obliged to remit the full cost of this element to parents who are eligible for statutory remission, where the trip takes place MAINLY during school hours.

Visit organisers arranging a residential trip MAINLY in school hours should include the following statement in their letter to parents:

"Parents who are eligible for a reduction according to the schools charging and remission policy or receive free school lunches, should contact the school office for further information. You may discuss the matter in complete confidence."

All letters making charges or requesting voluntary contributions should be typed by the school office and submitted to the Headteacher before being issued.

4 General Lesson Costs

To levy NO charge in respect of books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum or statutory religious education visits.

5 Music Tuition

The school will make a termly charge to parents for instrumental music tuition by visiting East Riding Music Service teachers for those who request extra instrumental tuition for their child. Charges will not be made for students whose parents are eligible for statutory remission (this is not a legal right but has been made at the discretion of the Governing Body). A charge will also not be levied where instrumental music tuition is required as part of the syllabus for a prescribed public examination for which the pupil is being prepared at the school. (In these circumstances parents may be willing to contribute voluntarily to the cost incurred in the provision.)

6 Statutory Remission

Statutory remission is given to those parents who are in receipt of either:-

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

This criteria is the same as for free lunch entitlement. Under the 2002 Education Act remission only applies to board and lodging on residential trips. However, the Governing Body has extended this to include music tuition so that students are not disadvantaged because of an inability to pay.

B NON-CURRICULUM ACTIVITIES

1. Non-Curriculum Trips

To levy a charge, as an 'optional extra', for trips which are NOT part of the National Curriculum or statutory religious education. However, if there are insufficient pupils to make the trip viable, then it must be cancelled and a full refund given. Any insurance costs will be included in charges for trips and activities.

2. School Property

Invite parents to make a contribution, taking into account their ability to pay and the seriousness of the circumstances.

3. Private Photocopying

A charge will be levied to cover the cost of private photocopying which will be determined on an annual basis on a per copy basis. The cost for 2024/25 will be 10p per colour copy 5p per black/white copy which includes VAT.

4. Private Lettings

To charge for private lettings using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate.

5. Freedom of Information

The charges for information published under the Freedom of Information Act are:-

Staff Time : £25 per hour

Photocopying: 10p per colour copy 5p per black/white copy which includes VAT.

Postage: as per Royal Mail rates at time of posting.

This will be to a maximum of £450.

Any charges made, will be done so ensuring the school abides by the GDPR and Data Protection legislation.

6. School Discretion

To leave to the Head's discretion the proportion of costs of an activity which should be charged to public or non-public funds.

To delegate to the Chair of Governors and Head the determination of any individual case arising from the implementation of this policy.

7. NURSERY SESSIONS

Additional nursery sessions required in excess of the statutory five free sessions for three years olds will be charged at a cost of £12.50 per session.

If a child requires lunchtime supervision a charge of £2.00 will be made.

8. BEFORE SCHOOL CLUB

Pupils who attend the Before School Club from 7:45 a.m. will be charged £5.00, from 8:00 a.m. the charge will be charge £3.00 per session, which includes a breakfast. Pupils arriving at 8:30 a.m. will be charged £2.00.

The Headteacher has the authority to approve free sessions for pupils in receipt of Pupil Premium at her discretion.

9. AFTER SCHOOL CLUB

Pupils who attend the After School Club from 3:30 p.m. – 4:00 p.m. will be charged £2.00 per session. Pupils attending the provision from 3:30 – 4:40 p.m. will be charged £3.00 per session. Pupils remaining at the club between 4:30 – 5:00 p.m. will be charged £5.00, this includes a light snack.

The Headteacher has the authority to approve free sessions for pupils in receipt of Pupil Premium at his discretion.

10. SCHOOL MEALS

School meals are provided to Garton School by Middleton on the Wolds kitchen.

A charge of £2.20 per pupil meal and £3.20 per adult meal is invoiced for all meals taken on a monthly basis.

Pupil meals are currently (Academic Year 24/25) charged to parents at £2.65 per meal.

Adult meals are charged at £3.20 per meal.

From September 2014, Universal free school meals are available to all pupils taught in a Key Stage 1 class.

Pupils who are eligible for Free School Meals will not be charged for any school meals.

11. LETTERS TO PARENTS

Trip organisers must decide whether the proposed trip is an optional extra or one requiring voluntary contributions. The appropriate following statement 11.1 OR 11.2 must be included in the letter to parents inviting the student to take part in the trip.

11.1 Optional Extra:

"The visit is an 'optional extra' under the 1996 Education Act and the school is allowed to make a charge in full. The visit will cost £ ____."

"If there are insufficient pupils to make the activity/trip viable, then the trip will be cancelled and a full refund will be made.

11.2 Voluntary Contribution

"Under the 1996 Education Act the school requests a voluntary contribution of £ ____ if you wish your child to take part in this visit."

"The contribution is voluntary but the visit will only take place if there are enough voluntary contributions to make the trip possible otherwise the trip will be cancelled and a full refund will be made. Please indicate your agreement to pay the voluntary contribution on the return slip."

"Parents who are eligible for a reduction according to the schools charging and remission policy or receive free school lunches, should contact the organiser of the trip for further information about financial support."

The trip information should include as part of the reply slip

Name _____ Tutor Group _____

(1) I wish my son/daughter to take part in the proposed visit to _____

(2) I agree to pay the voluntary contribution of £ ____ .

Signed _____ Date _____
(Parent/Carer)

All letters making charges or requesting voluntary contributions should be typed by the school office and submitted to the Executive Headteacher before being issued.

Reviewed - January 2025
Next Review – January 2026