



Stoke Heath Primary School

Charging & Remissions Policy

Written: Summer 2023

Review: Summer 2025

Signed:..... Chair of Governors

Signed:..... Headteacher

School Charging

Stoke Heath Primary School has drawn up this Policy, agreed by the Chair of Governors, to give details of where it intends to charge for activities, and where remissions might apply.

Stoke Heath Primary School recognises that it cannot charge for:

- Education provided during school hours including the supply of any materials, books, instruments or equipment;
- Education provided outside school hours if it is part of the national curriculum;
- Instrumental or vocal tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the parent;
- An admission application to the school.

Stoke Heath Primary School recognises that it can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Optional extras (see below);
- Certain early years provision;
- Community facilities
- Hiring of the school

Optional Extras

Stoke Heath Primary School can charge for: 'optional extras'. Where an optional extra is being provided a charge can be made for providing any books, materials, instruments or equipment where the child's parent wishes him/her to own them

- Optional extras as follows:
 - Education provided outside of school time that is not part of the national curriculum
 - Transport (other than transport to take the pupil to school/premises where the LA/Governing Body have arranged for the pupil to be provided with education)
 - Board and lodging for a pupil on a residential visit
 - Extended day services e.g. before and after school club, this includes late collection of the end of the school day.

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided, including where loss or damage is incurred
- The cost of buildings and accommodation
- Non-teaching staff

- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. It will not include a subsidy for any pupils whose parents are unwilling or unable to pay the full charge.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

The school receives pupil premium funding for disadvantaged pupils, which is provided to help raise the attainment of eligible pupils and diminish the difference between eligible pupils and their peers. Stoke Heath Primary will, in certain circumstances, use part of this funding to provide optional extras to eligible pupils. The governors delegate decisions on this use of funds to the Headteacher.

Voluntary Contributions

Stoke Heath Primary School will sometimes ask for voluntary contributions for the benefit of the school or any school activities. These contributions may come from families or the wider community.

Where the activity cannot be funded without voluntary contributions this will be made clear to parents from the outset. It will also be made clear to parents that there is no obligation to make any contribution, and the school will endeavour to ensure parents are not made to feel pressurised to pay. No child will be excluded from an activity because his/her parents cannot or will not pay. If insufficient voluntary contributions are raised to fund a visit/activity, and the school is unable to fund it from another source, then the activity will be cancelled.

Music Tuition

At this school, the Governors have agreed that music tuition as part of the curriculum, receives a subsidy from the delegated budget. This is reviewed annually when each new school budget is set.

Transport

Stoke Heath Primary School recognises that it cannot charge for:

- Transporting pupils to/from the school, where the LA has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the LA/Governing Body has arranged for pupils to be educated.

Residential Visits

The Governors of Stoke Heath Primary School are conscious of the valuable contribution that can be made to children's education by educational activities beyond the school.

- They are required by law to state the circumstances in which they will make charges for such activities and to say when they will exempt particular individuals from those charges.
- The following statements on 'Charging Policy and Remission Policy' are intended to fulfil the legal requirements in this respect. This policy takes account of the advice given in the Department of Education 'Charging for School Activities' guidance published in May 2018
- However, it will be recognised that many activities would be put in jeopardy by a shortage of funds unless supported by voluntary contributions from parents and by funds raised through the efforts of the school and all associated with it.
- The Governors have established a fund called 'The School Fund' which they intend to use to sustain and encourage events and they will from time to time invite contributions to this fund.

Swimming

- The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore 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.

After School Clubs

- The school offers additional after school clubs which are run by school staff or coaches from outside school and we do not charge for this however we do have a before and after school club provision that is paid for as an optional extra outside of school hours.

Early Years Provision

- For those parents that do not qualify for early years funding, Stoke Heath offer a paid for service. This is discussed with families before placement commences and fees are clearly set out in a payment schedule. Costs of the sessions are reviewed on a yearly basis.
- Should a family qualify for 30 hour funding, there are no charge for the sessions however a charge is made if families require an extension to those funded sessions.

Monitoring and review

This policy is monitored by the governing body, and will be reviewed in two years, or earlier if necessary.