



# The Greville Primary School

## CHARGING AND REMISSIONS POLICY

*Last update: March 2024*

<b>Governors' Committee Responsible:</b>	Business Committee
<b>Policy Originator:</b>	Sally Thorne
<b>Next Annual Review Due:</b>	June 2025
<b>Status</b>	Statutory

### Introduction

The purpose of the policy is to ensure that during the school day (8.45am to 3.30pm) all children have full and free access to a broad and balanced curriculum.

The policy complements the school's equal opportunities policy, curriculum policy and learning and teaching policy.

The Charging and Remissions Policy has been adopted by the governors of The Greville Primary School in accordance with the Surrey County Council's Charging and Remissions Policy (March 2010) and in accordance with the requirements of Sections 402,450-458 and 460 of the Education Reform Act 1996.

The governors recognise the valuable contribution that a wide range of additional activities, including day trips, residential visits and performances by theatre groups, can make towards enhancing the provision of a broad, balanced and rigorous curriculum for all and to promoting personal and social education.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

The governors recognise the need to cover the cost of these activities and charge/seek voluntary contributions as follows.

### Roles and responsibilities of headteacher, other staff, governors

The headteacher will ensure that the following applies:

During the school day all activities that are a necessary part of the National Curriculum, plus religious education will be provided free of charge. It excludes charges made for vocal or instrumental tuition for an individual pupil or a group.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving travelling to another venue, or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parents cannot, or will not make a contribution. However, if the viability of the trip is dependent on voluntary contributions, parents will be informed of this from the outset.

### **Optional activities outside of the school day**

We may charge for optional, extra activities provided outside of the school day, for example extra-curricular clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

### **Board and lodging on residential visits**

#### **Charging**

Parents will be charged the actual cost of providing board and lodging to each participating child.

#### **Remissions**

The Governors will observe the statutory requirements to remit any charges for board and lodgings in the case of pupils whose parents are in receipt of income within the criteria of the Tax Credit Act 2002, or Universal Credit, where the activity is deemed to take place in school hours, or if it is out of hours but provided:

- a) To fulfil any requirements specified in the syllabus for a prescribed public examination; or
- b) Specifically to fulfil statutory duties relating to the National Curriculum; or
- c) Specifically, to fulfil statutory duties relating to religious education.

### **Other costs relating to Residential Visits and Other Activities**

Parents/carers will be asked to make a voluntary contribution. When charges are made to parents/carers for any activity, whether during or outside of the school day it will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

The Business Committee of the Governing Body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without names) and the source of the subsidies.

### **Day trips**

When activities requiring a voluntary contribution are arranged, the following statement will be added to information given to parents/carers about the activity: 'In order for the visit to go ahead, it will be necessary to raise voluntary contributions to cover the cost of (e.g. transport, entrance fees, teacher costs etc). A contribution per pupil will be necessary. There is no obligation to make a voluntary contribution and no pupil will be omitted from the activity because of a parent's unwillingness or inability to contribute. Nevertheless it must be emphasised that without substantial voluntary contributions the visit/activity may have to be cancelled'.

### **Residential visits**

The cost of board and lodging for each pupil is chargeable. As the visit takes place in school hours charges for board and lodging may not be made for any pupils whose parents are in receipt of the relevant benefits at the time the visit takes place. In such circumstances the Governors will remit the cost of board and lodging completely. Parents on low incomes and in receipt of the relevant benefits (in line with the Free Schools Meals criteria) may be entitled to full or partial remission of charges.

In addition, it will be necessary to raise voluntary contributions to cover the cost of (e.g. transport, entrance fees, teacher costs etc). A contribution per pupil in addition to the board and lodging charge will be necessary. There is no obligation to make a voluntary contribution and no pupil will be omitted from the activity because of a parent's unwillingness or inability to contribute.

Nevertheless, it must be emphasised that without substantial voluntary contributions the visit/activity may have to be cancelled.

**The Charging and Remissions Policy, in respect of The Greville Primary School, has been adopted/reviewed by the Governing Body**

Review schedule

Committee/Date	FGB Approval	Reviewed/Updated
Business Committee date 16.03.22	Delegated to Business Committee	Reviewed in line with SCC model policy wording & agreed as an annual review. Policy adopted
Business Committee 26/06/23	Delegated to Business Committee	Reviewed - unchanged
Business Committee 12/03/24	Delegated to Business Committee	Amendment made of best value and reporting to Business Committee of charges levied