



# Alderman Bolton Primary School

Charging and Remissions Policy

Ratified: September 2022

Next Review Date: September 2023

## Policy Responsibilities and Review

Policy type:	School
Guidance:	This policy complies with Warrington LA guidance
Related policies:	Educational Visits
Review frequency:	Annually
Committee responsible:	Local Governing Committee
Chair signature:	Yvette Blake
Changes in latest version:	

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## Introduction

This policy statement on Charging and Remissions for certain activities and visits has been produced in accordance with the 1996 Education Reform Act.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for pupils of Alderman Bolton Primary School and as additional optional activities.

The school makes several educational visits during the course of the year to support and enrich the teaching of the National Curriculum. These visits should not be regarded as a compulsory element of the school's educational provision, but as a desirable extension of provision on a voluntary basis, including the good will of the Teaching Staff and parent helpers. These visits are expensive and neither the school nor the Governors are able to provide the money needed, so the visits cannot take place without the support of parents.

The policy for Charging and Remissions reflects the consensus of opinion of the whole governing body and has the full agreement of the teaching staff.

## Entitlement

All registered pupils at Alderman Bolton Primary School have the right to education free of charge if it takes place wholly or mainly during school hours.

## Voluntary Contributions

However, the Governors and school have the right to invite voluntary contributions to support activities and visits organised by the school to enrich and extend the curriculum during school hours.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips;
- musical events.
- transport

For those activities, which take place wholly or mostly within school time, we ask for “voluntary contributions” to cover the cost. All children will be included in the activity, regardless of parents’ willingness of ability to help meet the cost. Unfortunately, we have to reserve the right to cancel visits if there are insufficient contributions. All monies will be returned. The school quite naturally looks to the continued support of parents in this matter, thus enabling such worthwhile visits and activities to continue.

If parents have any financial problems, they are asked to contact the Headteacher, in confidence.

## Charging

The Governors and school have the discretion to charge for optional activities provided wholly or mainly out of school hours.

If the school charges for a particular type of activity, e.g. optional extras, the parents will be informed as to how the charge has been worked out and who might qualify for help with the cost (or even get it free).

The school is now giving parents the option to avail of additional nursery hours, charging a top up fee for 2, 3 and 4 year olds in addition to national funding. Top up sessions are paid by parents at the start of each half term and price has been set at £15 per session. Sessions are from 11.50am -3.30pm so a total of 3hrs 40 mins. Parents must sign a contract when entering the nursery top up agreement.

## Education partly during school hours

A charge can only be made for an activity outside school hours if it is not part of the National Curriculum and not part of religious education.

## Residential Visits

The board and lodging element of Residential Visits that are mainly in school time will be charged at cost. Voluntary contributions will be sought for the other elements of the visit, eg Transport, Admissions, Insurance, etc.

Children in receipt of the following benefits will be exempt from paying the cost of board and lodgings:

- Universal Credit in prescribed circumstances;
- Income Support;
- Income Based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, providing Working Tax Credit is not also received and the family’s income does not exceed £16,190 (Financial Year 2013/2014);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27<sup>th</sup> October 2008

Visits that are mainly out of school time (eg weekend residential visits) will be charged at cost (Board, Lodgings, Transport, Admissions, Insurance, etc).

## Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

## Swimming

The school organises swimming lessons for all 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 do however ask for a voluntary contribution to cover some of the cost of the transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

## Lunch time / After School Sport and Creative Activities

The school offers additional activities after school and during lunch breaks. The majority of these activities are free of charge. We reserve the right to make a small charge for these sessions.

This policy will be reviewed annually.

**Agreed by the Governing Body – September 2021 Signed:**

*Yvette Blake (Chair of Governors)*

**Review Date: September 2022**