



## LINCOLN GARDENS PRIMARY SCHOOL

### CHARGING & REMISSIONS POLICY

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>CLAIRE MALLIA</b>
<b>APPROVED: GOVERNING BODY</b>	<b>DATE: NOVEMBER 2020</b>
<b>SIGNED:</b>	<b>ROLE:</b>
<b>TO BE REVIEWED:</b>	<b>SUMMER 2021</b>

# LINCOLN GARDENS PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY

### Policy Aims

The Governing Body of Lincoln Gardens Primary School takes a holistic approach to the development and well-being of its pupils and therefore recognises the benefits of children taking part in a diverse range of activities both as part of a broad and balanced curriculum and as additional provision through the delivery of enrichment activities.

Our Charging and Remissions Policy provides parents with a clear overview of chargeable and non-chargeable activities which take place both on and off site; either classed as curriculum or 'out of school' activities. We are required by law to comply with Sections 449-462 of the Education Act 1996 which sets out which activities schools must not charge for:-

- an admission application to any state funded school- paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

*(Department for Education: updated 2018)*

In general: we are not permitted to charge for activities (including resources required to take part in those activities) during school hours. In addition, we are not permitted to charge for activities outside normal school hours, if the activity is deemed to be part of the national curriculum. There are some exceptions, described below as 'optional extras':-

### Optional Extras

- Where the activity takes part predominately out of school hours and is not part of the national curriculum; for example, our annual residential visit. The cost of all board and lodging; transport to and from the venue, would be chargeable.
- Music tuition, where parents have requested additional small group lessons for specific musical instruments.
  - Parents may also be asked to pay additional costs for repairs to an instrument when the damage has been caused by mis-use or neglect.
- Out of school clubs where the instructor is not employed by the school, for example:-
  - Street Dance/cheerleading and other dance classes
  - Football coaching
  - Martial arts
  - Basketball
  - Parents/carers will be notified on each occasion when out of school clubs are being launched or when new places become available.
- Breakfast Club: Charges are made for our Breakfast Club sessions. This includes the cost of qualified supervision by the school's own staff and provision of a light breakfast. More details of the breakfast club can be obtained from the school or via the school's website [www.lincolngardens.net](http://www.lincolngardens.net)
- Additional nursery sessions over and above the 15 hours flexible free entitlement will be made available to parents wishing to increase the number of hours their child attends nursery who are not entitled to the extended hours provision. A separate Charging Policy sets out the terms and conditions for parents wishing to take up additional chargeable hours. Parents wishing to take up the flexible free entitlement only, will not be disadvantaged by this policy.
- Where materials/ingredients are used during craft or cookery activities, which are not part of the national curriculum (ie lunchtime or after school clubs) then parents may be charged at cost if the completed product is to be taken home.

## **Voluntary Contributions**

Where educational visits and activities take place during normal school hours, parents/carers will be invited to make a voluntary contribution towards the cost. It must be noted that there is no compulsion on the part of any parent to make such voluntary contributions. Children will not be disadvantaged or penalised if parents are not able to pay. The charge will be inclusive of all entrance fees, and activities undertaken as part of the visit. Where the educational activity takes place on school premises then the costs will include all fees of visiting artists, performers or workshop leaders and any materials required as part of the activity. The suggested voluntary contribution will be calculated by dividing the total cost by the number of pupils within the specific registration or year group.

Children of those parents who are not in a position to contribute will not be precluded from taking part in the activity. All voluntary contributions received will be used to subsidise the total cost of the activity or visit. Parents should note that if insufficient voluntary contributions are received, then the school may be obliged to cancel the visit.

The school will not actively seek to collect voluntary contributions from all parents.

When planning educational visits the school will take into account value for money and the overall benefit of attendance. Every effort will be made to ensure all visits represent value for money.

## **Lettings**

The school's facilities are available for lease to external users within the community, subject to a charge determined by the governing body. The scale of charges is determined annually by the Finance Committee and form part of our separate Lettings policy.

## **Review of Policy**

The Charging & Remissions policy will be reviewed by governors annually during the Summer term.