



Grove Vale Primary School

CHARGING AND REMISSIONS POLICY

September 2023

Approved by:	FGB	Date: 18.9.23
Last reviewed on:	Sept 2022	
Next review due by:	Sept 2024	



1. Introduction

1.1 This policy has been compiled in line with the DFE – Department for Education requirements and in accordance with section 449-462 of the Education Act 1996.

1.2 The Governing Body understands the importance and value of offering pupils with a wide range of activities to support education and the growth of all pupils as a whole.

1.3 The activities offered by the school may be as part of the curriculum, giving pupils extra understanding of their studies, or as an optional extra.

1.4 The Head Teacher has the responsibility of monitoring and evaluating this charging policy and ensuring the Governing Body are given annual financial information as part of the annual reconciliation of the school fund.

2. Education

2.1 There will be no charge for education during school hours. Education includes the supply of any materials, books, instruments or other equipment. There is no charge for any activity undertaken as part of the National Curriculum with the exception of group or individual music tuition. If educational books, are lost or damaged then parents will be charged £5 per book. The school will charge the appropriate amount for instruments, materials or any other equipment lost or damaged.

Electronic Devices

School will be able to order an allocation of devices for:

- disadvantaged children in years 3 to 11 who do not have access to a device and whose face-to-face education is disrupted
- disadvantaged children in any year group who have been advised to shield because they (or someone they live with) are clinically extremely vulnerable
- disadvantaged children in any year group attending a hospital school

School will allocate devices based on the criteria and in addition, the school will carry out a needs analysis based upon individual/family circumstances.

Disadvantaged children with special educational needs and disabilities (SEND) are included within this offer. However, if specialist support and equipment is required help is available through the Family Fund.

Parents, carers and pupils cannot apply for digital devices or internet access through this scheme themselves. They should contact their school to discuss requirements for accessing remote education.



Devices will not be given out unless parents read and sign the relevant agreement for the loan – a charge will be payable in the event that the device is lost or damaged whilst loaned out.

3. Voluntary Contributions

3.1 The school will request, from parents, voluntary contributions to cover the cost of activities in or out of school hours when a compulsory charge cannot be made.

3.2 All children will take part in the activity regardless of contributions being made. Parents will be made aware that unless enough voluntary contributions are received the trip may not go ahead, depending on the amount of money available in school fund to cover the shortfall.

3.3 All children irrespective of their financial position will be given the opportunity to take part in educational activities.

3.4 The Headteacher will make the decision as to whether a trip can be totally funded by the school or contributions sought to cover costs.

3.5 There is no limit on the amount of voluntary contribution sought.

3.6 Parents will be given the opportunity to pay in installments if they wish to pay this way.





4. School Trips/Visits

4.1 Parents will be given information in advance on the planned trips, where possible, for the whole academic year.

4.2 All trip letters will state information on the cost per child. An explanatory note will be included explaining the reason for the trip (educational/non educational) and whether a contribution is needed to cover the cost of the trip. It will clearly state that the trip may be cancelled dependent on the level of contributions received.

4.3 A breakdown of cost will enable parents to see what costs are payable and the voluntary contributions that they may wish to add to the charges.

4.4 Refunds – Where possible refunds will be made for absent pupils, but not where the school has already made a financial commitment.

4.5 Parents of pupils receiving a Free School Meal can request a packed lunch – this should be requested at the time of signing the trip forms to allow adequate time for this to be arranged.

5. Residential Visits

5.1 Where at least half of the time away from home is not normal school time, e.g. where the trip involves an overnight stay or where the work undertaken is not an integral part of the basic curriculum entitlement, the trip is classed as optional and parents can be expected to meet the full cost (board, lodging, transport, insurance and activities) of residential courses in school time.

5.2 If the visit is deemed to have taken place during the school day, or is part of the required curriculum, then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost. Parents of pupils in receipt of pupil premium funding are eligible for assistance to cover these costs.

Parents will also be informed that the trip will only go ahead if enough money is collected to cover the trip – dependent on the schools funds at that particular time.

5.3 The cost charged will not exceed the cost of the visit.

5.4 Pupils with parents in receipt of the following will pay 50% for Board and Lodgings.

- 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)

5.5 All pupils interested in taking part in residential trips will be given a payment plan to enable payments to be made by installments.

5.6 Any payments made towards a residential trip are non-refundable.

6. Music Tuition

6.1 All children studying music, as part of their normal school curriculum, will not be charged.

6.2 Charges will be made for individual or group music tuition that is not part of their curriculum.

6.3 Current charges for music tuition are £52 per term. There is no refund for missed lessons. There is a subsidy of 50% for children linked to pupil premium.

6.4 Where a child begins music tuition after the beginning of a term the cost will be calculated to reflect the amount of weeks left within the term.

7. Ingredients/Materials/Equipment

7.1 Contributions may be sought for goods/materials/ingredients purchased for items the children may wish to own, such as 'Enterprise Week'. Goods are normally purchased through the budget for the subject/curriculum being taught.

8. Theatre Groups/Visitors

8.1 Parents will be asked for contributions towards the cost of performances etc. No child will be discriminated against for non-contribution.

8.2 The school will fund the entire cost where possible.

9. Optional Extra Curricular Clubs



9.1 Activities after school, provided by the school and outside providers, will be charged for. This will be through parental choice, with full details of the club and payment set out within a letter. This will enable parents to make an informative decision about the club.

9.2 Some goods will be sold through the school for the purposes of fundraising. This maybe for the PFA or various charities – the school will make no profit from such activities.

9.3 The PA intensively fundraises for the benefit of the pupils. All funds raised are used to benefit the school pupils and no money is banked into the school budget or school fund.

10. Pupil Premium

10.1 Pupil premium is money allocated to the school based on the number of disadvantaged children in the school.

10.2 The school uses this money to allow families, who are within this category, to gain extra support. This support may be in the form of class interventions, for individual students, or for payment of school trips etc.

10.3 The school also uses this money to support all pupils. This may be through the subsidising of trips/theatre groups or funding for an entire trip/activity.

10.4 The Headteacher, Resources Committee and Governing Body will decide how 'Pupil Premium' will be used to benefit all pupils, and in particularly Free School Meals Pupils, on an annual basis dependent on the allocation for a particular year. All pupil premium information will be published, and updated at intervals, on the school website

11. Exceptions on any payments that the school would normally expect to receive under this policy:

Any exceptions will be dealt with on a case by case basis that links in with the current cost of living crisis.

