



# Kenilworth Primary School

**Head teacher:** Fiona Ajose

**Chair of Governors:** Rod Woodhouse

# Charging and Remissions Policy

**Last reviewed:** September 23

**Frequency of Review:** 2 Years

**Date of next review:** September 25

# Charging and Remissions Policy

This policy reflects the requirements of the Education Act 1996 and the Charging for School Activities Guidance (DfE May 2018).

There are three main purposes to this policy:

- To establish an entitlement for all pupils;
- To promote continuity and coherence across the school;
- To state the school's approaches in order to promote understanding, particularly parents', carers' and the wider public.

The Governors wish to promote inclusion and ensure that all pupils have access to all areas of the life of the school, regardless of the parent's ability to pay.

To discharge the Governing Body's responsibilities to draw up, and keep under review, their policies in respect of charging and remission arrangements.

## Statement

- The School recognises the valuable contribution that the wide range of additional activities, including clubs, day-trips and school journeys, make towards the personal development and education of children.
- These activities are promoted by the School both as part of a broad and balanced curriculum for the children, and also as additional activities.
- It is the policy of the Governing Body of Kenilworth Primary School to charge pupils at full cost for all activities which are deemed to take place outside school hours unless that activity is required to fulfil:
  1. Any requirement specified in the syllabus of a prescribed examination.
  2. Any statutory duties relating to the National Curriculum.
  3. Any statutory duties relating to religious education.
- Voluntary contributions may be invited for all activities which take place during or outside the school day for which no charge can be legally imposed.

## Equality

- This policy will ensure that charges and remissions will be applied fairly and consistently, and that they enable all pupils to access provision, regardless of their families' financial circumstances.

## Charges

The School reserves the right to authorise a charge in the following circumstances for activities organised by the school:

Item	Charging / Remissions
1. School trips (during the school day)	<ul style="list-style-type: none"><li>● The school will always seek voluntary contributions in order to offer a wide variety of experiences to all pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.</li><li>● If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset. No child will be excluded from an activity because parents are unable to pay. If insufficient contributions are raised, the trip or activity may have to be cancelled. If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.</li></ul>

<p>2. School trips including residential (outside school hours)</p>	<ul style="list-style-type: none"> <li>● Charges will be made for activities which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours.</li> <li>● Charges will be made for the board and lodging on residential visits unless the parent is in receipt of one of the benefits listed below: <ul style="list-style-type: none"> <li>● Income Support</li> <li>● income-based Jobseeker's Allowance</li> <li>● income-related Employment and Support Allowance</li> <li>● support under Part VI of the Immigration and Asylum Act 1999</li> <li>● the guaranteed element of Pension Credit</li> <li>● 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)</li> <li>● Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit</li> <li>● 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)</li> </ul> </li> <li>● Any requests for financial help should be made in writing to the Headteacher</li> </ul>
<p>3. School Meal Payments</p>	<ul style="list-style-type: none"> <li>● As part of the Universal Infant Free School Meals scheme (UIFSM) which commenced September 2014, all children in Reception and Years 1 and 2 have an entitlement to free school meals.</li> <li>● All junior children (years 3-6) and nursery children can purchase a school meal at a charge set by the school.</li> <li>● Free School Meal financial help (benefit related free school meals) remains available to eligible families in <b>Reception – Year 6</b>. If your child is eligible the school can claim extra funding through Pupil Premium (currently £1,320 per child, per annum, for infants and juniors) to provide educational resources, one to one tuition, additional Teaching Assistant support, attendance at after school clubs, school trips, residential school journeys, all of which contribute directly to pupil progress.</li> <li>● To be eligible for the benefit related free school meals, parents/carers need to be receiving one of the benefits listed in section 2 above.</li> </ul>
<p>4. Milk</p>	<ul style="list-style-type: none"> <li>● Milk is available for all children.</li> <li>● Nursery pupils receive milk free of charge. This includes those pupils who are in infant classes but who are aged 4 for the whole term (i.e. up to and including last school day of term).</li> <li>● A charge is made for milk as set out by Cool Milk.</li> <li>● Infant and Junior aged children entitled to benefit related free school meals (see section 3 above) are also entitled to free school milk.</li> </ul>

5. Charging for materials and equipment	<ul style="list-style-type: none"> <li>Charges will be made for any ingredients, materials, books, lap tops or equipment, <b>where a parent wishes their child to own them</b>. The charge will not exceed the cost of the item/s.</li> </ul>
6. Swimming lessons	<ul style="list-style-type: none"> <li>Swimming lessons form part of the National Curriculum, and we ask parents for a voluntary contribution towards the cost.</li> </ul>

## Refunds Policy

Where circumstances require that consideration is given to providing a refund of charges, the following will apply:

Item	Refund policy
School trips (including activities outside school hours such as theatre and concert visits)	<ul style="list-style-type: none"> <li>Where an individual child misses a school trip that their parent/carer has contributed towards, no refund will be given.</li> <li>Where a whole school trip has to be cancelled due to circumstances beyond the school's control, an insurance claim will be made and any proceeds distributed equally to those parents/carers who contributed to the cost of the event.</li> <li>School journeys – where a surplus of £5 or more per pupil is made</li> <li>School day trips and activities where a surplus in excess of £2 per pupil is made</li> </ul>