




# Marriott Primary

Achieving Together

## CHARGING & REMISSIONS POLICY

<b>Adopted</b>	<b>12<sup>th</sup> November 2021</b>
<b>Signed (Co-Headteacher)</b>	 <b><i>Ruth Neill / Sheila Crichton</i></b>
<b>Reviewed (Due November 2022)</b>	
<b>Signed (Chair of Governors)</b>	

## **1. Activities out of school hours – “Optional Extras”**

A charge may be made for any activity that take place outside school hours (e.g. breakfast, after school or lunch time clubs), except where these are deemed necessary to the National Curriculum or religious education.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

The governing body may decide to reduce the cost for those children whose parents are in receipt of certain benefits, have limited income or are experiencing exceptionally difficult circumstances.

## **2. Activities in school hours**

The school cannot **charge** for school-time activities. These include:

- Swimming off site,
- Ingredients and materials for practical activities;
- Guest speakers,
- Shows (involving pupils and/or outside companies) and
- Off-site trips (travel and entry etc.). These include those deemed “fun” which occur at the end of terms.

However, the school can invite families and others to make voluntary contributions to cover the cost of an activity, or to make school funds go further. The school can suggest a specific amount that they might contribute.

Where there are insufficient voluntary contributions to make the activity possible, and there is no way to make the shortfall, then it must be cancelled. No child may be left out of an activity because his or her family cannot, or will not, make a contribution. This must be made clear in all initial contacts with families.

Contributions may be made by the Parent School Association or from school funds.

## **3. Residential trips**

These are divided into those deemed as being within school hours and those outside of school hours. A trip is deemed within school hours if the number of sessions missed by pupils taking part is equal to half, or more, of the number of half days taken up by the activity.

- The school can ask for voluntary contributions to meet the cost of travel, activities and entry fees (as per point 2 above). The school can **charge** for the cost of board and lodgings EXCEPT where the family is exempt.\*
- We may ask families who are exempt from this charge to make a voluntary contribution.

Parents who are struggling to make a contribution towards trips or clubs are encouraged to arrange a meeting with the Headteacher(s) to discuss the situation.

#### **4. Damages**

The school will charge families the full cost (or part cost after negotiation) of any damage to school property, or that of adults/ children within the school, unless the child has identified SEND needs.

#### **5. Pupil performances**

Voluntary contributions can be asked for in the form of pre-show tickets or a “bucket” after a show. The destination of all monies generated will be made clear.

#### **6. Remission of charges\***

Families in receipt of the following benefits are exempt from being charged board and lodging on residential trips:

- Income Support;
- Income-based Jobseekers Allowance;
- Support under part IV of the Immigration and Asylum act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the families’ income does not exceed £13,480.

#### **7. DDA considerations**

The school will set aside an amount of the SEN budget to alleviate the extra costs involved in taking a pupil on a trip due wholly to their disability. E.g. a pupil registered as having ADHD may need a member of staff dedicated to his/her needs on a residential trip, a special bus or taxi may need to be hired to accommodate a pupil in a wheel chair in order for this pupil to take part in an out of school activity.

#### **8. Solution to the “residential trip problem”**

The law states that a **charge** can only be made for board & lodgings from non-exempt families and that it must not exceed the cost of those board & lodgings for their child. They cannot be **charged** extra to meet the cost of exempt families.

However, **all** families can be asked to pay voluntary contributions to cover the cost of the trip – including any board and lodging costs. All must be explained beforehand, including the fact that if the total cost of the trip is not met then the trip cannot take place.

As with all activities that are deemed to take place in school hours, no child can be excluded from the trip if the family cannot or are unwilling to pay. The only portion that is compulsory is the **charge** for board & lodgings for the not exempt families.

## **9. Lettings**

A variety of school areas can be let to outside agencies. These include the hall, classrooms and family room. All monies raised will go back into school funds and follow guidelines set out by the LA.