



## WYTON ON THE HILL PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY

### **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by DfE guidance (2014).

### **Definition**

The school day is defined as:

*8.50am – 12 noon (for KS1) or 12.45pm (for KS2) and*

*12.45pm - 3.15pm (for KS1) or 1.30pm – 3.15pm (for KS2)*

The midday break does not form part of the school day.

### **Responsibilities**

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy as required.

### **Policy statement**

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum, we will make a charge. (*See below*)

Voluntary contributions may be sought for activities during the school day which entail additional costs, *for example school trips, a drama group performing in the school.*

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities]

### **Optional activities outside of the school day**

We will charge for some optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Wherever possible, however we will keep our school clubs free to our pupils.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school

day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Residential**

Charges will be made for board and lodging, with a reduction for pupils whose parents are in receipt of eligible benefits.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Eligible benefits**

Charges for activities such as school residential visits may be reduced

- If your child qualifies for Pupil Premium
- If your family is receiving support under part VI of the Immigration and Asylum Act 1999
- If you are in receipt of Guaranteed State Pension Credit