



MODEL POLICY

FOR

CHARGING AND REMISSIONS FOR SCHOOL ACTIVITIES

Outdoor Education Adviser, May 2018

EVOLVE: www.westsussexvisits.org

National Guidance: www.oeapng.info

This draft policy is to assist you in drawing up a document that is relevant to your own establishment. There will be a need to 'customise' it to include relevant documents, procedures and other specific requirements that your Governing Body and Headteacher have agreed.

You may feel that some of this material is already contained in other documentation at your school. If that is so, can it be located, cross referenced and identified?

CONTENTS:

1. Introduction
2. Voluntary Contributions
3. Arrangements
4. Residential Visits
5. Music Tuition
6. Monitoring and Review of Policy



Upper Beeding Primary School

Charging and Remissions Policy for School Activities based on:

WS Model Policy for Charging and Remissions for School Activities

1. Introduction

1.1 Upper Beeding Primary School provides many opportunities for its children to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities and adventurous activities.

1.2 The value of LOtC is well recognised by the Governing Body and fully supported throughout the school.

1.3 The purpose of this policy is to provide clear information about charging and voluntary contributions for Upper Beeding Primary School's activities.

2. Voluntary Contributions

2.1 In general no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free.

2.2 It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

2.3 Upper Beeding Primary School follows the West Sussex *Policy for Charging for School Activities* that mirrors the information given in the Department for Education's advice document published in May 2018 (<https://www.gov.uk/government/publications/charging-for-school-activities>) and should be read in conjunction with the information provided in the National Guidance www.oeapng.info.

2.4 No compulsory charge will be made for any activity which takes place during school hours.

2.5 Any contribution is entirely voluntary, and the pupils of parents/carers who are unable or unwilling to contribute must not be discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity may be cancelled.

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3. Arrangements

To ensure good practice and compliance with the necessary regulations it is expected that:

3.1 All letters regarding contributions for school activities will make it clear that these are voluntary and that children of parents/carers who do not contribute will not be treated differently.

3.2 If any parents/carers have any financial difficulty (no pupil will be prevented from taking part) they will be invited to talk to the Headteacher who will come to an agreed arrangement.

4. Residential Visits

4.1 If a residential visit takes place covering 50% or more of the whole time spent on the activity within the school week or it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel.

4.2 Charges not exceeding the actual cost for the individual pupil can be made for board and lodging.

4.3 Voluntary contributions (as above) will be requested to cover all other costs.

4.4 Pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Universal Credit in prescribed circumstances;
- Income support;
- Income-based Jobseeker's Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit;
- Guaranteed element of State Pension Credit.

4.5 An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of the school week and is not a requirement of the syllabus for a public examination or is not to do with the national curriculum or religious education.

4.6 In this case this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs.

4.7 This charge will not exceed the actual cost of the provision.

4.8 Parents/carers in receipt of the allowances identified above have the same entitlements.

5. Music Tuition

5.1 There will be no charge for musical tuition if the teaching is an essential part of either the national curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

5.2 For other musical tuition, charges will be made for individuals or groups to play a musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at school.

5.3 No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989).

6. Monitoring and Review of Policy

The Governing Body will review this policy every 3 years, and as necessary due to any changes in legislation.

Approved by the Governing Body at their meeting on :

Policy Adopted: 23rd October 2019

Date for next review: 23rd October 2022