

Linwood School

Charges, Voluntary Contributions & Remissions Policy

Date	Comments
July 2014	Written by Rachelle Burns
22 nd October 2014	Adopted by governors
October 2015	Reviewed
November 2017	Reviewed
December 2018	Reviewed
September 2019	Reviewed
September 2020	Reviewed
September 2021	Anna Szabat, Alice Stow, Soraya Monzon, Verity McAuley
December 2021	Approved by governors (FAM committee)

We believe this policy relates to the following legislation:

- Education Reform Act 1988
- Education (Prescribed Public Examinations) Regulations 1989
- Education (Pupils' Attendance Records) Regulations 1991
- Education (School Sessions, Charges and Permissions Policies) (Information) (England) Regulations 1999
- Education Act 2002
- Education and Inspections Act 2006

We are aware that under the Education Reform Act 1988 and the Education Act 2002 that no charge can be made for education in school hours and that every child has the right to receive free school education.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents when organising educational visits which will enrich the curriculum and the educational experiences of children.

Aims of the Policy

- To outline what the school can and cannot charge for.
- To outline the school policy for voluntary contributions and remissions.

Responsibility for the Policy and Procedure

The Governing Body has:

- delegated powers and responsibilities to the Executive Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

The Executive Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the governors and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

Charges, Voluntary Contributions & Remissions

Conditions when charges cannot be made

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- part of a syllabus for an agreed examination for a pupil;
- for statutory religious education;
- for musical tuition as part of the National Curriculum;
- for education provided on any educational visit during the school day;
- for education provided on any educational visit outside school hours;
- for the cost of supply teachers substituting for absent teachers on residential visits with pupils;
- for the entry to public examination which is on the prescribed list;

- examination re-sits

Charges for transport cannot be made when:

- transporting pupils to or from the school premises;
- transporting pupils to other premises where arrangements have been made for them to be educated;
- a pupil needs to sit an examination;
- an educational visit has been planned

Conditions when charges can be made

Charges will be made for:

- a parent/carer wishes their child to own any specific materials, books, instruments or equipment
- breakfast, after -school and holiday clubs
- non- core curriculum trips (please see remissions paragraph for exceptions). *If the trip is unable to take place parents will be refunded unless they agree for the school to use the funds for another trip or activity.*
- board and lodging for pupils on residential trips
- musical tuition that is not part of the National Curriculum
- property or equipment has been damaged as a result of a pupil's behaviour at the school's discretion.

Support for Parents/Carers

The Governing Body will:

- support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;
- inform parents/carers that if they can prove they are on state benefits (Income Support, Jobseeker's Allowance, Family Credit, Disability Working Allowance) then they will not be charged board and lodging fees for any residential visit;

Voluntary Contributions

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost;
- that there is no obligation on them to make voluntary contributions;
- that a visit or activity that is not part of core curriculum will be cancelled if sufficient costs are not raised via voluntary contributions
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay
- Pupils will not be treated any differently to other children in the absence of a voluntary contribution.

Procedures for voluntary contributions



Admin/ Finance to raise a request for voluntary contributions termly on Parent Mail. Voluntary contributions will be used for curriculum enhancement activities. Examples of this include petrol for a class trip, resources for Attention Autism sessions and messy play, funding a pantomime in the school hall. Teachers will inform parents/ carers about the upcoming curriculum enhancement activities via class pages on the school website or via home letter.

Remissions for non-core curriculum activities

- Pupils in receipt of free school meals will not be charged for non- core curriculum activities; however, we may still ask for voluntary contributions.
- For LAC pupils and those in receipt of Pupil Premium or Vulnerable Bursary, the cost of non- core curriculum activities will be funded from their personal budgets.
- Other exceptional circumstances will be considered on an individual basis by SLT.

Refunds

If a chargeable trip or activity is unable to take place, the school will refund the cost to parents/ carers. Where there is surplus left over from an activity and this amounts to less than £2 per pupil, the total will be kept for the class towards future activities.

Monitoring the Effectiveness of the Policy

This policy will be reviewed and revised accordingly on an annual basis.