Cannon Park Primary School

Encouraging Excellence

Charging and Remissions Policy

Review Programme:	
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Date of Next Review	September 2028
Reviewed by	Tom Ray
Head Teacher	Tom Ray
Chair of Governors	John Teago

CHARGES AND REMISSIONS POLICY

SUMMARY

Charges and remission for pupils

This policy has been prepared in accordance with Sections 449-462 of the Education Act 1996 and the Department for Education guidance 'Charging for School Activities'.

Charges are not allowed for any activity in school, with the following exceptions:

- Individual music tuition with parental agreement.
- Board and lodgings on residential trips (charges at actual cost except in the case of Plas Dol-y-Moch.) The full cost of board and lodging must be remitted for children of parents in receipt of family credit or income support.
- Optional extras, that is, those activities which take place mainly or entirely out of school time.
- Examination fees in certain circumstances, for example where the pupil has not been prepared for that examination by the school or where a pupil does not complete examination requirements without good reason.
- Wilful damage to equipment or materials.
- The school may ask, not require, parents to make voluntary contributions to such activities as educational visits in school time.

STATEMENT OF CHARGES AND REMISSION OF CHARGES

INTRODUCTION

The Governing Body of Cannon Park Primary are conscious of the valuable contribution which can be made to children's education by educational activities beyond the school and beyond day to day curriculum. They are required by law to state the circumstances in which they will make charges for such activities and to say when they will exempt particular individuals from those charges.

The following statements on Charging Policy and Remission Policy are intended to fulfil the legal requirements in this respect.

Educational visits are self-financing as charges are not permitted to be supported through the school budget. The cost of the visit is calculated on the basis that all pupils are attending and based on the actual cost of the venue, event charges, external personnel and transport costs if applicable. These costs are shared equally through the contributions from parents and we require all contributions in order for the educational visit to go ahead.

However, it will be recognised that many activities would be put in jeopardy by a shortage of funds unless supported by voluntary financial contribution from parents and by funds raised through the efforts of the school and all associated with it.

The Governing Body have agreed that we are unable to offer refunds if your child is absent and unable to attend, or approval withdrawn, as costs have already been calculated and charges incurred and the school is unable to subsidise these visits from the delegated budget.

For those families in receipt of family credit or income support, the Governing Body may offer a remission towards the charges of activities outlined in this policy.

The Governing Body have established a fund "Cannon Park Primary School Fund" which they intend to use to sustain and encourage activities and they will from time to time invite contributions to this fund.

A. Charging Policy

1. Board and Lodging on residential visits

A charge will be made for board and lodging for pupils taking part in residential visits whether these are required as part of a prescribed public examination or specifically to fulfil the statutory requirements of the National Curriculum or religious education, or provided as an optional extra.

The charge will be at actual cost except in the case of authorised visits to Plas Dol-y-Moch Outdoor Pursuits Centre where the charges will be in accordance with scales set from time to time by the Coventry City Council.

2. Optional Extras

Optional extras are those activities which take place mainly or entirely out of school hours and which are provided in addition to the school curriculum.

Optional extras provided from time to time by the school include, for example evening theatre visits, visits to sporting events, visits to musical events, visits to exhibitions.

A charge will be made at actual cost to all participating pupils for optional extras. Such costs could include an appropriate element for:

(a) a pupil's travel costs ;
(b) a pupil's board and lodging costs;
(c) materials, books, instrument and other equipment;
(d) non-teaching staff costs;
(e) entrance fees to museums, castes, theatres etc. ;
(f) insurance costs;
(g) teaching staff specifically engaged for the activity.

The actual cost will be made known to parents before they are asked to agree to their child taking part in the activity and participation of each child will be subject to parents agreeing to meet the charges.

3. Tuition in the playing of a musical instrument

A charge will be made for individual tuition in the playing of a musical instrument where that tuition is not part of the approved curriculum of the school or part of a course authorised by the Director for Children, learning in young people and leading to an approved qualification.

4. Materials used in school

The school will provide all materials and equipment (but not clothing) required for purposes of the curriculum.
In the case of Design Technology and Food Technology, a charge may be made for, or parents may be required to supply ingredients and materials if parents wish their child to take the product home. The charge in such cases will be not more than the actual cost of the materials and will be declared in advance to parents.

A charge may be made, at the discretion of the Head Teacher, for any wilful damage to equipment or materials, or for any loss of such equipment or materials when these have been placed in a pupils care.

5. Swimming

The school will provide swimming tuition at the Xcel Centre with a qualified Instructor.

- Governing Bodies of primary schools now have delegated budgets to provide swimming for primary pupils in accordance with National Curriculum requirements for Key Stage 2.
- School will ask all parents/carers for a contribution towards the transport to and from the swimming lesson venue.

6. Admin Charges

The school reserves the right to charge an administration charge for any letters required outside the admissions process as per paragraph 1.9 (n) of the 'Schools Admission Code 2012'

B. Remission of charges

The Governors of Cannon Park Primary School will consider a partial remission of charges when parents are in receipt of Free School Meals in the following circumstances:

1.1 Board and lodging on residential visits.

1.2 Other residential visits deemed to take place during school hours or provided as part of a prescribed public examination or in order to fulfil statutory requirements relating to the National Curriculum or religious Education.

2. Optional Extras

The Governing Body may at its discretion remit charges in respect of individual pupils or groups of pupils to enable them to take part in activities which are classed as "optional extras". Such remission will be granted in whole or in part having regard to the recommendation of the Head Teacher of the School and will be financed from the Cannon Park Primary School Fund.

3. Universal Free School Meals

In England, children may be entitled to receive free school meals if their parents receive certain support payments. Parents of eligible children need to register their child with their Local Authority for supported free school meals to ensure the school receives the maximum pupil premium allocation. Currently all children in Reception, Year 1 and Year 2 in state-funded schools in England will be eligible for universal free school meals.
Please note: Registration for free school meals is requested in order to trigger the pupil premium payment. Local Authorities have access to the eligibility checking service and can help you find out if you are eligible for supported free school meals.

4. Before & After School Club Charging Protocols

- The Before & After School Club is an additional provision, provided by an independent company. The provision cannot be subsidised by the delegated budget which is for the compulsory education of school age children – this is an outside extended service.

5. Extended Services & Lettings Agreement

- Lettings applications should be made in writing to the school for approval.
- Times stated must include time for any preparation and packing up.
- If a letting ends considerably earlier than expected, the hirer should either notify the duty site services officer or leave someone in charge of the premises until the site services officer arrives to secure the premises.
- If an event over-runs, additional charges will be made.
- All charges for lettings are in line with Local Authority charges and cost of SSO overtime. Charges to be paid in advance.
- If the hirer defaults on payment, the lettings contract is terminated with immediate effect.

- A booking cancellation requires at least 3 working days before the date booked, otherwise the full hire charge will be payable.
- The School Governors reserve the right to cancel any booking and reserve the right to cancel without giving any reason.

CANNON PARK PRIMARY SCHOOL
SUMMARY OF PERMISSIBLE CHARGES FOR SCHOOL ACTIVITIES

Type of Activity	Mainly or entirely in school hours		Optional Extras * Mainly or entirely out of school hours	
	Charges	**Remissions**	**Charges**	**Remissions**
Educational Visits, travel, entry fees, additional non-curriculum activities (within school day), themed activities etc.	Charges - not to exceed actual cost and financed by voluntary contributions through official budget – if voluntary costs are not achieved to cover the cost of the educational visit (and costs cannot be subsidised through the official budget) then the visit may have to be cancelled at the discretion of the Governors.	By the discretion of the Head Teacher.	Charge not to exceed actual cost e.g. evening theatre visits, school holiday excursions, weekend visits.	By the discretion of the Head Teacher.
Board and lodging on residential visits	Charge not to exceed actual cost.	By the discretion of the Head Teacher.	Charge not to exceed actual cost.	By the discretion of the Head Teacher.
Music Tuition	Charge for individual tuition which is not part of approved curriculum	By the discretion of the Governors.	*Where activities outside school hours are an essential part of the curriculum these are not classified as 'optional extras' and no charge may be made.	

The Governing Body have agreed that we are unable to offer refunds for the above if your child is absent and unable to attend, or approval withdrawn, as costs have already been calculated and charges incurred and the school is unable to subsidise these visits from the delegated budget.

*Qualifying Benefits: Child Tax Benefit - Income Support - Income-Based Job Seekers Allowance - Income Related Employment and Support Allowance - The Guaranteed Element of State Pension Credit - Asylum Seeker (Immigration & Asylum Act 1999, Part VI) - Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190) - Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit) - Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Please note: Working Tax Credit is not a qualifying benefit and does not qualify for Free School Meals or additional remission