Cannon Lane Primary School

Charging and Remissions Policy

Date approved by the Governing Body: September 2024

Date for review: September 2025

SAFEGUARDING STATEMENT

At Cannon Lane Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure environment. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by our school or invited to support our work. We recognise our responsibility to safeguard all who access school and promote the welfare of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

EQUALITY STATEMENT

At Cannon Lane Primary School, we ensure equality of education and opportunity for all pupils, staff, parents and carers, irrespective of age, race, gender (including gender reassignment), disability, religion and belief, sexual orientation, marital/cohabiting status or socioeconomic background. We actively promote a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and are able to participate fully in school life. We tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. We believe that diversity is a strength, which should be respected and celebrated by each member of our school community.

INTRODUCTION

Schools may not charge for education provision (including materials, equipment, and transport) during school hours, but can charge for some activities which take place outside of school hours. Charges may also be made in certain defined circumstances.

The Education Act 1996 (Sections 455 & 456) sets out the basis on which charges can be made. Section 457 sets out the legal requirement for governing bodies to have such a policy.

Section 459 of the Education Act 1996 and the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 set out the requirement to publish and what information must be published.

VISITS AND TRIPS DURING THE SCHOOL DAY

All visits or trips taking place either wholly or mainly during the normal school day, which enrich the curriculum and educational experience of the children, are available to all pupils in the relevant class without charge, regardless of their parent's ability or willingness to pay.

Where there are costs associated with school visits, the school will invite parents to provide a voluntary contribution. The school will suggest an appropriate sum for the contribution, which will not exceed the total cost of the trip, calculated on a per pupil basis. All such contributions are voluntary and individual pupils will not be treated differently according to whether or not their parents have contributed to the cost of the trip. Sometimes the school will pay additional costs in order to support the trip. Parents have a right to know how the trip is funded. The school will provide this information on request.

If the school does not receive sufficient voluntary contributions, the school will decide whether to cancel the trip or to meet the balance of the costs from school funds. All letters to parents about school trips that require voluntary contributions in order to take place will explicitly state that the trip might not take place without sufficient voluntary contributions.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums
- Local studies
- Sporting activities which require transport expenses
- Visits to the theatre
- Musical events
- Visiting speakers

RESIDENTIAL VISITS DURING TERM TIME

The school will, from time to time, organise residential visits which take place mainly in school time. The total contribution for these visits will include:

1) The charge for board and lodgings (food and accommodation costs)
2) The costs of activities, travel and any additional staffing (including specialist activity leaders who may be employed by the activity centre).

The school will make a charge to cover the board and lodging (1). In addition to this, the school will request a contribution for any other associated costs (2) calculated on a per pupil basis. Parents of children who are eligible for pupil premium funding will not be expected to pay this additional contribution (2) as this will be funded through the Pupil Premium Grant (PPG).

It is unlikely that the school will be able to subsidise pupils whose parents choose not to meet the charge for board and lodging. In such cases, pupils may be assigned to another class within the school during the period of the trip.

If the school does not receive sufficient voluntary contributions to make the residential visit financially viable, the school will decide whether to cancel the visit or to meet the balance of the cost from school funds.

MUSIC TUITION

All children study music as part of the National Curriculum. No charge is made for this.

At Cannon Lane Primary School, pupils may be given the opportunity to have 'optional' instrumental music tuition during the school day. The school will make a charge for individual or small group tuition in playing any musical instrument. The charge to parents will amount to the cost charged by the peripatetic music teachers organised by the school. Parents will be given information about additional music tuition at the start of each academic year.

Looked after children* and children for whom the school is in receipt of pupil premium funding may have the opportunity to have instrumental music tuition without charge. Please speak to the Headteacher for more information.

* As defined in the Children Act (1989) "in the care of or provided with accommodation by an English Local Authority".

EXTRACURRICULAR ACTIVITIES

The school organises a number of extracurricular clubs and activities which take place outside of school hours. These range from one-off special events to regular clubs and activities. Many of these clubs are run by members of staff and the school reserves the right to make a charge to

cover staffing and resources costs. Clubs run by external providers which take place on school premises will set their own charges. Any queries regarding these activities must be taken up with the external providers and not with the school. Participation in any extracurricular activity provided will be on the basis of parental choice, the availability of spaces and a willingness of parents to meet the charges.

Children for whom the school is in receipt of pupil premium funding may have the opportunity to take part in certain extracurricular activities without charge. Please speak to the headteacher for more information.

The school may make a charge to meet any costs it incurs in relation to optional activities not within the National Curriculum which take place outside school hours. Any charges made for extracurricular activies provided by the school will not exceed the cost of the activity or materials.

HOT SCHOOL MEALS

At the present time under the current government all school children are entitled to Free School Meals and there is no charge to parents.

DAMAGE OR LOSS OF EQUIPMENT

The school will not charge for accidental breakages of school property. However deliberate or wilful acts which result in breakage or damage to school property will be charged for at a rate appropriate to replacement costs. The school may charge for damage or loss of equipment such as library books or guided reading books.

REMISSIONS

The school supports the principle that money should not be the reason a child does not take part in activities to extend/ enrich the normal curriculum. Pupils whose parents/carers receive benefit payments (or are otherwise in serious hardship) may be entitled to remission of charges. The headteacher and governors will consider sympathetically cases of genuine need seeking help with these charges and will endeavour to remit those they feel are necessary from the school's budget or an alternative source. Any discussions with parents, or decisions made, will be confidential.