

Colton Primary School

Charging and Remissions Policy



Colton Primary School aims to be a vibrant learning community where everyone feels safe and happy in a culture of tolerance and respect. Children and staff are supported and challenged to achieve their full potential with positive regard to gender, religion, age, economic background, disability and ethnicity. The needs of the whole child are at the centre of our inclusive environment. Attainment and progress are valued alongside personal and social development. Pupils at Colton are confident, independent learners who are not afraid to ask questions of themselves and others.

Colton Primary School fosters positive attitudes to learning, where children embrace their mistakes as the next steps along their educational journey. We aim to develop resilient, inquisitive learners; children who love learning, who are intrinsically motivated and who leave our school confident in their abilities and eager to continue their education.

“Everyone Successful Everyday”

Date policy agreed by all governors: July 2019

Date of policy review: July 2020

Headteacher: _____

Caroline Johnson

Chair of Governors: _____

Ben Cole

Charging Policy

1. Introduction

At Colton Primary School, we provide the best education we can for all our pupils in a happy, caring and healthy environment. The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

2. Responsibilities

The Governing Body is responsible for determining the content of this policy and the headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the headteacher and Governing Body. All education during school hours is free. Legislation prohibits charges for education provided during school hours, including the supply of any materials, books, instruments or other equipment. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual and group music tuition.

3. Charges

At Colton Primary School, charges are made for:

- Board and lodging on residential visits
- Colton Kids Club before and after school care
- Additional hours used by any three and four year-olds over and above the 15 or 30 free hours or of education per week for 38 weeks a year
- Out of school 'optional extras' to meet the costs for travel, materials and equipment, non-teaching staff costs, entrance fees and insurance costs
- Instrumental tuition
- Any other education or transport unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra- curricular activities and school clubs
- Any extended school activity
- Damage/vandalism/loss to and of school property

4. Residential Visits

We organise one or two annual residential visits for pupils in Key Stage 2. We make a charge to cover the costs of board and lodging in line with Leeds City Council guidance. We set up staggered payment system using a payment card to make this as supportive a process as possible; if there are families in financially difficult circumstances then Governors will consider supplementing or paying for the visit on that occasion. No child will be denied access to a visit on financial grounds. Children whose parents are in receipt of the following support payments will be given priority in terms of school supporting them financially:

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part V1 of the Immigration and Asylum Act 1998
- Child Tax Credit, or other support mechanisms to be agreed at discretion of the headteacher
- In receipt of pupil premium credit

5. Voluntary contributions

When organising educational visits or events in school which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the visit or visitor. The terms of any requests to parents specifies that it is a voluntary contribution and in no way represents a charge. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may be

forced to cancel a visit or a visitor. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. If a parent wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the visit or activity. Sometimes the school will pay additional costs from the school budget or from school fund in order to support the event. Parents have a right to know how each visit is funded and the school provides this information on request. Staff try to inform parents well in advance and give as much information as possible about the learning objective, cost, transport and organisation of the event. Efforts are made each year, excepting out of hours and residential activities, to keep costs to £30.

In summary, the following is made clear to parents;

- a) that the contribution voluntary and a parent is under no obligation to pay
- b) that registered pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request
- c) if sufficient contributions are not made and school are not able to pay for it through school fund the event may need to be cancelled

The headteacher is responsible for determining the level of the voluntary contribution. Voluntary contributions will be used to:

- pay staff or visiting artists/specialists
- pay transport costs for pupils and accompanying adults
- pay admission charges
- pay for equipment
- subsidise pupils from low income families

6. Music tuition

All children study music as part of the school curriculum and we do not charge for this. There is a charge for individual or group guitar, drum, violin, woodwind and brass tuition. The peripatetic music teachers teach individual or small group lessons.

7. Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity.

8. Extra-Curricular Activities and Clubs

At Colton Primary School, we offer a wide range of extra-curricular clubs and activities throughout the year including at the time of writing art, boardgames, mindfulness, dance, Athletics, homework, football and hockey. The charge for these clubs is to cover the financial cost of members of staff, sports coaches, and materials.

There is no charge for occasional sports coaching and matches after school (e.g. football, athletics, tennis), led by school staff or parents on a voluntary basis.

9. Sports Premium funded clubs

School receive around £16,000 annually to encourage children to take part in sporting activities. We have dedicated part of this money to offer **every pupil** in school the option to take part in at least one free Sports Premium club per year. The aim of Sports Premium clubs is to offer new or alternative sporting activities for example, multi-skills and dance.