



# Charging and Remissions Policy

Signed:

Position:

Date:

## **Introduction**

Lodge Primary is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities and to:

- participate fully in the school curriculum;
- contribute to all aspects of school life; and
- be a valued partner in the process of education.

These objectives must be seen to inform educational activities, whether in or outside the school and are therefore integral to the process of charging for school activities and to the remission which is available to parents/guardians who are on low income.

We aim to:

- make school activities accessible to all students regardless of family income;
- encourage and promote external activities which give added value to the curriculum;
- provide a process which allows activities to take place at a minimum cost to parents, pupils and the school; and
- respond to the wide variations in family income whilst not adding additional unexpected burdens to the school budget.

The development of a range of activities forms part of the school's forward planning process within the curriculum.

## **Voluntary contributions**

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activity. If, however, a specific activity cannot be funded without voluntary contributions then the visit/activity may be cancelled.

Children of parents who are unable to contribute will not be discriminated against. However, if there is no alternative method to make up the shortfall, the school will cancel the visit/activity.

## **Remissions**

To ensure that access to activities reflects intentions, the school will implement the following remissions policy.

The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent economic difficulties which exist, when planning the programme of activities for each child.

The governing body may remit in full or in part the cost of any activity for particular groups of parents, for example in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission charges in full or in part. Authorisation will be made by the Headteacher.

### **Informing parents about activities**

A letter will be sent to parents giving them information about any proposed visit/activity which includes:

- details of the visit/activity
- dates and times
- expected dress code
- proposed voluntary contribution (if applicable)
- consent form which confirms agreement to the child taking part in the activity/visit whether on or off site. The form should be signed by the adult with parental responsibility slip
- any other forms as applicable
- a reasonable payment timeline
- the opportunity to pay any contribution in instalments when appropriate

### **Implementation**

Planning is essential to developing a charging policy at Lodge Primary School which recognises equality of access. We will endeavour therefore to produce a programme of activities based on a clear set of priorities identified by the school.

Members of staff arranging such activities will consider:

- the projected number of children participating
- cost per head
- entry fees
- discounts which may be available
- transport costs

Such a process however, should not inhibit flexibility and the capacity of the school to take advantage of opportunities that arise during the course of the year. These will be implemented in a way which is consistent with the school's overall policy and curriculum.

Review: February 2022

Next review: Spring term 2023