



*Manor Field*  
PRIMARY SCHOOL  
*Respect Believe Achieve*



<b>CHARGING AND REMISSIONS FOR SCHOOL ACTIVITIES POLICY</b>	
First Approved:	Policy based on WSCC model May 2018
Approval history:	F Holden at FGB 11/12/2018

Last Review Details:-

Reviewed by:	K Kirkin
Date Reviewed:	March 2023
Amendments made:	Adapted for Manor Field from new WSCC model policy, following new DfE guidance issued May 2018
Approved By Governors:	FGB 22/3/2023

Review Period	Three years
Next Review Due:	March 2026

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## **Manor Field Policy for Charging and Remissions for School Activities**

### **1. Introduction**

**1.1** Manor Field Primary School provides many opportunities for its students/children/young people to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities.

**1.2** The value of LOtC is well recognised by the Governing Body and fully supported throughout the school.

**1.3** The purpose of this policy is to provide clear information about charging and voluntary contributions for Manor Field Primary School's activities.

### **2. Voluntary Contributions**

**2.1** In general no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free.

**2.2** It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

**2.3** Manor Field Primary School follows the *West Sussex Policy for Charging for School Activities* that mirrors the information given in the Department for Education's advice document published in May 2018 (<https://www.gov.uk/government/publications/charging-for-school-activities>) and should be read in conjunction with the information provided in the National Guidance [www.oeapng.info](http://www.oeapng.info).

**2.4** No compulsory charge will be made for any activity which takes place during school hours.

**2.5** Any contribution is entirely voluntary, and the pupils of parents/carers who are unable or unwilling to contribute must not be discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity may be cancelled.

### **3. Arrangements**

To ensure good practice and compliance with the necessary regulations it is expected that:

**3.1** All letters as well as google forms regarding contributions for school activities will make it clear that these are voluntary and that children of parents/carers who do not contribute will not be treated differently.

**3.2** If any parents/carers have any financial difficulty (no pupil will be prevented from taking part) they will be invited to talk to the Headteacher who will come to an agreed arrangement.

#### **4. Residential Visits**

**4.1** If a residential visit takes place covering 50% or more of the whole time spent on the activity within the school week or it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel.

**4.2** Charges not exceeding the actual cost for the individual pupil can be made for board and lodging.

**4.3** Voluntary contributions (as above) will be requested to cover all other costs.

**4.4** Pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Universal Credit in prescribed circumstances;
- Income support;
- Income-based Jobseeker's Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit;
- Guaranteed element of State Pension Credit.

**4.5** An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of the school week and is not a requirement of the syllabus for a public examination or is not to do with the national curriculum or religious education.

**4.6** In this case this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs.

**4.7** This charge will not exceed the actual cost of the provision.

**4.8** Parents/carers in receipt of the allowances identified above have the same entitlements.

#### **5. Music Tuition**

**5.1** There will be no charge for musical tuition if the teaching is an essential part of either the national curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

**5.2** For other musical tuition, charges will be made for individuals or groups to play a musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at school.

**5.3** No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).

#### **6. Monitoring and Review of Policy**

The Governing Body will review this policy every 3 years, and as necessary due to any changes in legislation.

#### **7. Letter Examples from WSCC**

The WSCC policy for charging and remission for school activities is the same as the advice issued by the Department for Education in May 2018 (<https://www.gov.uk/government/publications/charging-for-school-activities>).

The Department's advice should be read in conjunction with the information provided in the National Guidance: [www.oepng.info](http://www.oepng.info).

These documents explain the legislation governing the charging for school activities as set out in the Education Act 1996: Sections 449-462. They cover what a Governing Body may and may not charge for when activities take place either during or outside of school hours, including residential visits.

No charges can be made unless the Governing Body of the school or local authority has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and a remissions policy.

The policy statement should take account of each type of activity that can be charged for and explain when charges will be made. If a charge is to be made for a particular type of activity, for example optional extras, parents/carers need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents/carers.

The following example letters are provided to assist schools to comply with the required legislation.

## **7.1 EXAMPLE LETTER 1 - Purchase of equipment, books or musical instruments.**

Dear Parent/Carer,

During each school year pupils, as part of the curriculum, may make certain articles out of materials provided by the school. There are also occasions when specific books, equipment or instruments might be acquired for pupils.

At times, parents/carers might wish to own such items, and it is possible for these to be purchased from the school at a price equivalent to the cost incurred by the school.

If you are interested in buying any items, please either detach and return the slip below indicating your wish to make a purchase or write to me at any time during the year.

You will be told the cost of any item which your son/daughter will bring home.

Payment would become due immediately. Naturally if, you do not wish to own any particular article, your child will not be disadvantaged in any way as the school has a duty to provide all materials and equipment to ensure an effective delivery of the National Curriculum.

If any parent is interested in owning materials or equipment, but feels unable to meet the cost at present, please do not hesitate to make an appointment with me to discuss how a resolution might be achieved.

Yours sincerely

## 7.2 EXAMPLE LETTER 2 - charging for an 'Optional Extra'

Dear Parent/Carer,

RE: Visit to Theatre

It is intended to arrange a visit to (LOCATION) on (DATE) for a performance of (SHOW) commencing at (TIME) the journey will be by (MODE OF TRANSPORT) leaving the school at (TIME). Return to school is expected to be about (TIME).

As the major part of the visit is outside of school hours and the activity is not directly related to your child's curriculum or an examination for which they are being entered, there will be a charge for the visit amounting to (COST) per head. This includes the cost of the (DETAILS).

Participation in the visit is voluntary. Those pupils choosing not to take part will follow a normal timetable until the end of the school day when transport home will be as normal.

If any pupil wishes to take part in the visit, but current circumstances make it difficult to meet the charge, please do not hesitate to contact me in confidence to discuss whether it is possible to reach some mutual arrangement.

Yours sincerely

### 7.3 EXAMPLE LETTER 3 - requesting 'Voluntary Contributions' for a residential Educational Visit

Dear Parent/Carer,

RE: Residential Visit

We are proposing to arrange a residential visit to (DESTINATION) next year/summer/autumn for Class/Year X pupils. The dates planned are (DATE) to (DATE) inclusive, and the pupils will stay at (name of hotel/establishment).

The purpose of the visit is to enhance the curriculum for the pupils and they will benefit (give brief details of educational opportunities and benefits).

The total cost per pupil for the trip will be (COST), which includes an element for board and lodging which is chargeable to parents.

The cost of board and lodging will be (COST) per pupil, which includes breakfast, packed lunch and dinner. Payment of a (COST), deposit is required by (DATE), with the balance being paid by (DATE) either in a lump sum or by instalments as agreed with the leader of the visit.

If a family is in receipt of specific benefits which mean that your child is eligible for a free school meal, the school is obliged by law to waive the charges for board and lodging. A list of the benefits applicable is set out in the School Prospectus and in the school's charging policy. The charging policy is available from the school office together with a free school meal eligibility form. If you wish to speak to me in confidence about the entitlement to waive charges, please do not hesitate to contact me to arrange an appointment.

All other costs, including transport, will be (COST), and parents/carers are being asked to make a voluntary contribution for all or part of this amount. Parents/carers are not obliged to make a contribution but it is probable that if insufficient monies are received, the visit may well have to be cancelled.

If there are exceptional cases of hardship please arrange to see (NAME) to discuss the situation in confidence.

Further details of the visit will be sent at a later date.

Yours sincerely



#### **7.4 EXAMPLE LETTER 4 - Requesting 'Voluntary Contributions' for an Educational Visit**

Dear Parent/Carer,

RE: Visit to (DETAILS)

It is intended to arrange a visit for (YEAR/CLASS/PUPILS) to (DETAILS) on (DATE). The journey will be by (DETAILS), leaving school at (TIME). Arrival back at school will be at about (TIME).

You are invited to make a voluntary contribution of (COST) to cover the cost of the (DETAILS). Although the contribution is voluntary, I do need to point out that it is probable that the visit could not take place unless all parents, who are able, are willing to contribute.

I appreciate that some families might find it particularly difficult to contribute all or part of the suggested sum, and if you feel that you are in such a position, please do not hesitate to contact me in confidence to discuss whether some suitable arrangements can be made to cover the cost of your child's participation.

I also need to stress that if a family were unable to contribute, and the visit were still to proceed, no pupil for whom the trip is intended will be disadvantaged and be excluded from the activity.

Yours sincerely