

## Greenside Primary School

### Charging and Remissions Policy

#### **Purpose**

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as:

Morning Nursery: 8:55am – 11:55am

Full Time Nursery: 8:55am – 2:55pm

KS1: 8:55am – 3.25pm

KS2: 9.00am – 3.30pm

#### **Roles and Responsibilities**

The Headteacher will ensure that the following applies:

#### **During the school day**

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupils, we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, (for example: educational visits, visiting theatre companies, authors etc).

In these circumstances no pupil will be prevented from participating because their parents cannot or will not make a contribution.

If insufficient voluntary contributions are received, it may be necessary to cancel the activity.

#### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, (for example football, gymnastics) where a cost is incurred for coaches. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

The PE and Sport Premium may be used to pay for coaches to increase the participation rates in sporting activities.

#### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the

normal school day, charges will be made. When such activities are arranged, parents will be told how the charges were calculated.

### **Residential**

Charges will be made for board and lodging, except for pupils whose parents meet the criteria for qualifying for Free School Meals.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who meet the criteria for qualifying for Free School Meals. Other hardship requests will be considered on a case-by-case basis.

The principles of best value will be applied when planning activities that incur costs to the school and / or charges to parents.

### **Arrangements for monitoring and evaluation**

The Resources Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Date: September 2024

Date for review: September 2026