



# **The Coppice Primary School Charging and Remissions Policy**

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## **1 Introduction**

- 1.1** All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.
- 1.2** The Coppice Primary School is required by law to adopt a policy on charging and remissions. We wish to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education and Skills Funding Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to Parents / Carers, and the school is committed to uphold all legal requirements and meet all statutory guidance provided by the DfE. However, educationally valuable activities have been and will continue to be dependent on financial contributions from Parents / Carers. The school's aim is to keep financial contributions to a reasonable minimum.
- 1.3** The law recognises that charges may be made to Parents / Carers in certain defined circumstances provided that the school has identified the activities for which it charges and has explained the basis on which charges may be reduced or waived for certain pupils.
- 1.4** We are committed to ensuring equal opportunities for all pupils, regardless of financial circumstances and has established the following policy and procedures to ensure no child is discriminated against by our offering of school trips, activities and educational extras.

## **2 Admissions**

- 2.1** There is no charge for admissions.

## **3 School Meals**

- 3.1** There is no charge for infant meals as all children in Reception, Year 1 and Year 2 are eligible to Universal Infant Free School Meals.
- 3.2** There is no charge for meals for a child in juniors (Years 3-6) is in receipt of means tested Free School Meals.
- 3.3** All other pupils not eligible for free school meals will be charged a set amount per meal, decided by the school in conjunction with the Catering Provider.

## **4 Voluntary contributions**

- 4.1** When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites Parents / Carers to contribute to the cost of the trip (including venue and transportation cost). All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose Parents / Carers have not paid any contribution. We do not treat these children differently from any others.

- 4.2** If a Parent / Carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents / Carers have a right to know how each trip is funded. The school provides this information on request.
- 4.3** The following is a list of additional activities organised by the school, which require voluntary contributions from Parents / Carers. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to the theatre;
  - musical events;
  - providers invited on to site to carry out assemblies / workshops.

## **5 Residential visits**

- 5.1** The Coppice organises residential visits in Year 5 and Year 6 which enrich the curriculum and educational experience of the children. These visits are regarded as having significant worth.
- 5.2** School will not charge for:
- education provided on any visit that takes place during school hours;
  - education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
  - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
- 5.3** A voluntary contribution is made for these elements of the cost as outlined below.
- 5.4** School will charge for:
- board and lodging but the charge will not exceed the actual cost.
  - transport charges but the charge will not exceed the actual cost
- 5.5** Where a child is entitled to means tested Free School Meals due to the Parent / Carer being in receipt of certain benefits, and the Parent / Carer can provide evidence of this receipt, the school will not charge for the cost of board and lodging.

## **6 Music tuition**

- 6.1** All children study music as part of the normal school curriculum. We do not charge for this.
- 6.2** There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The charges made for this are directly between the music teachers and Parents / Carers. At the schools' discretion, Parents /

Carers whose children are in receipt of Pupil Premium funding may be exempt from some or all of the payment – in such cases these charges would be invoiced to school directly for payment. We give Parents / Carers information about additional music tuition at the start of each academic year.

## **7 Swimming**

- 7.1** The school organises swimming lessons for children in lower Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. However, a small charge is made to cover the cost of transportation, with this charge applied as a voluntary contribution. We inform Parents / Carers when these lessons are to take place, and we ask Parents / Carers for their written permission for their child to take part in swimming lessons.

## **8 After-school Clubs**

- 8.1** The Coppice offers various after-school clubs and activities, with some organised and staffed by school staff and others by external parties. Whilst many of the school-led clubs will be ran either free of charge or at a nominal cost to cover resources, where these activities include proper sports coaching by qualified individuals (e.g. gymnastics, rugby, football, tennis) a charge may be applied for these sessions. These will be communicated prior to commencement of the sessions. For clubs and activities ran by external parties, booking and payment is undertaken directly between the external parties and Parents / Carers.

## **9 School minibus**

- 9.1** We normally charge children if they are transported in the minibus to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip (e.g. fuel, insurance), and not to make a profit.

## **10 Remissions**

- 10.1** If we are in receipt of a Pupil Premium Grant for a particular child then we may make an exception on a payment that we would normally have expected to receive under our charging policy (dependent upon the needs of the child).
- 10.2** The school generally aims to reduce the voluntary contribution cost of trips and visits by 1/3 for those children in receipt of means tested Free School Meals.
- 10.3** Where a child is entitled to means tested Free School Meals due to the Parent / Carer being in receipt of certain benefits, and the Parent / Carer can provide evidence of this receipt, the school will not charge for the cost of board and lodging for residential trips.
- 10.4** Parents / Carers who are eligible for the remission of charges will be dealt with confidentially. To request assistance, Parents / Carers should contact the school office on 01564 826709. Discounts are automatically applied to

the school cashless payments system for those eligible for Means Tested Free School Meals.

**10.5** The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils on a needs basis, and this will be determined by the Headteacher in liaison with the Pupil Premium Lead and School Business Manager.

**11 Data Protection Statement**

**11.1** The procedures and practice created by this policy have been reviewed in the light of our GDPR Data Protection Policy.

**11.2** All data will be handled in accordance with the school's GDPR Data Protection Policy.

Name of policy	Content	Reason for policy	Who does it relate to?	Where is it stored?
Charging Policy	Guidelines for charging of pupils for school trips & visits	To provide clarity	Pupils	Secure Network drive

**11.3** As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
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