



ELMGROVE PRIMARY SCHOOL AND NURSERY
Charging and Remission Policy for School Activities

June 2024
For review in June 2025

The governors wish to ensure that all children have access to all areas of the life of the school, regardless of the parents'/carers' ability to pay.

ACTIVITIES

In the event of activities organised by the school **during school hours**, parents will be expected to pay for the following: individual or group music tuition; the board and lodging element of all residential visits; activities arranged by a third party such as a travel agent or tour company.

Charges will be made for optional courses or activities, which fall **wholly or mainly outside school hours** (this does not include any activity that is required by the National Curriculum or to fulfil statutory duties relating to Religious Education). Charges made for such activities may include an element for:

- pupils' travel costs
- pupils' board and lodging costs
- materials, books, instruments or other equipment
- additional staffing costs incurred
- entrance fees to museums, theatres etc
- insurance costs

EXEMPTION

There is an exception to the rule about not charging for activities in school hours. Charges will be made for teaching either an individual pupil or pupils in groups to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil.

ELMGROVE EXTRA CLUB

The Extra Club operates on the intention that it should be self-financed. Charges will be made per session and to be payable in advance. Parents / guardians are asked to pay their fees by the Friday when the children are collected **FOR THE WEEK AHEAD**. There will be a fee reduction for siblings. If children are collected late a penalty charge per half hour is payable when the child is collected. This is to cover the extra staff and caretaking costs. Frequent late collections will result in a child's place being withdrawn.

LATE COLLECTIONS



A charge will be made for supervising any child who is not collected after 15 minutes of the usual collection time (3.10 pm); this will be £5 per 15 minutes, charging starts from 3.25 pm. Any charges will need to be paid on the day they are incurred.

BREAKAGES, MALICIOUS DAMAGE OR LOSS

In case of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion. In case of financial difficulties, parents should contact the headteacher.

Any musical instruments that are hired via the school that are damaged or lost must be replaced by the pupil at the parent's own cost.

ADMINISTRATION COSTS

The school reserves the right to charge an admin fee, no greater than £15 for the drafting of official letters/documents. The decision to write/complete an official letter/document is at the discretion of the Head.

Subject access file requests will be charged on individual cases, where the files are excessive, a payment towards the admin time, paper and printing costs will be levied.

Charging guide as follows:

- £5 for items requiring just a signature/school stamp
- £10 letter of attendance
- £15 form completing or more complex documentation

Please note that any items that are requested out of term when the office is closed, are charged at the maximum rate of £15 per item

VOLUNTARY CONTRIBUTIONS

Contributions may be requested for activities during the school day which entail additional costs, e.g. entrance to museums, the cost of a coach or other transport. The cost of this requested contribution will be published at the time. To help with affordability, we will communicate possible costs well in advance and facilitate payment by small, regular instalments where possible. No pupil will be prevented from participating. However, if insufficient funds are collected then the visit will not be able to take place.

REMISSIONS

Pupils whose parents/carers receive benefits* (or are otherwise in serious hardship) may be entitled to remission of charges. Remissions may be made *in part* or *in full*. The headteacher and governors will consider sympathetically cases of genuine need seeking help with these



charges and will endeavour to remit those they feel are necessary from the school's budget or an alternative source. Any discussions with parents, or decisions made, will be confidential.

REVIEW

This policy will be reviewed in accordance with the review schedule.

* Relevant benefits:-

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

June 2024