

Glynwood Community Primary School



Charging and Remissions Policy

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1. Introduction

- 1.1 The purpose of this policy is to ensure that there is clarity about the items which the school will provide free of charge and the items for which there may be a charge
- 1.2 The writing of this policy has been informed by LA policy and DCSF guidance.

2. Definition

- 2.1 The school day is defined as 8.55 am to 12 noon, 1.00 pm to 3.15 pm. The midday break does not form part of the school day.

3. Responsibilities

- 3.0 The Head Teacher will ensure that staff are familiar with and correctly apply this policy
- 3.1 The governors will review this policy annually

4. Policy Statement

- 4.0 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 and equipment.
- 4.1 As a general rule, unless the teaching is an essential part of either the Foundation Stage Curriculum, National Curriculum, a public examination syllabus being followed by the pupil(s), or part of religious education we will make a charge.
- 4.2 Participation in any optional extra activity is on the basis of parental choice and willingness to meet any associated charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional activity where charges will be made.
- 4.3 Voluntary contributions will be sought for activities during the school day which entail additional costs, for example, visits. In these circumstances no pupil will be prevented

from participating because his/ her parents cannot or will not make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities).

- 4.4 From time to time we may invite a non-school based organisation such as a Theatre Group to arrange an activity during the school day. The school may pass on a portion or all of the costs of such events to parents. Again, in these circumstances no pupil will be prevented from participating because his/ her parents cannot or will not make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities).

Parents, may, if they wish, ask the Head Teacher to agree to their child being absent for that period.

5. Optional activities outside of the school day

- 5.0 We may charge for optional, extra activities provided outside of the school day, for example, Breakfast Club and After School Club. Such activities are not part of the Foundation Stage Curriculum, National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding. Some after school clubs may also incur a charge e.g cookery/ sewing club where the monies are used to purchase ingredients/ materials.

6. Education partly during the school day

- 6.0 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 greater 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.

7. Residential

- 7.0 Children are invited and encouraged to take part in 2 residential during their time at Glynwood; a visit to Malham (Y5) and a visit to Robinwood (Y6). Parents are charged

the full cost of the visits: £169 and £155 respectively (2021/2020 prices) plus £15 towards travel costs. School does, however, subsidise the cost of both these visits for those children entitled to free school meals. Parents/ Carers are given many months notice of these charges to allow them to pay in instalments to best suit them.

- 7.1 Any Parents/ Carers who are experiencing financial difficulties should speak to the Head Teacher to discuss further support which may be available.

8. Calculating charges

- 8.0 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 or will not. Support for cases of hardship will come through voluntary contributions and fundraising.
- 8.1 Parents who would qualify for support are those who are in receipt of eligible benefits.
- 8.2 The principles of best value will be applied when planning activities that incur costs to the school and/ or charges to parents.

9. Music Tuition

- 9.1 All music tuition which happens during the school day will be provided free of charge, there may, however, may be a small charge made for resources e.g. tuition books, which will then become the property of the child.

10. Additional nursery sessions.

- 10.1 Following the introduction of the 30 hour nursery entitlement initiative, some parents - whose entitlement is only 15 hours have requested to pay for additional sessions. We are able to accommodate such requests only if we have vacancies and all other placement requests are satisfied. When there are vacancies, parents

whose children are only entitled to the 15 hours core entitlement may purchase the additional 5 sessions - up to a total of 30 hours, unfortunately single sessions cannot be made available as this may impact on our capacity to offer a 15 hour place to another child. The charge for each additional session will be £12.00. Parents will be invoiced for these sessions at the end of each month.

11. Exceptional Circumstances

The Head Teacher and Governors will consider requests by parents/carers on a case by case basis where there are extenuating circumstances.