

# Whitwell Primary School



## Financial Regulations & Procedures Roles & Responsibilities

Signed \_\_\_\_\_ Chair

| Reviewed by the Resources Committee on: | Approved by the full Governing Board on: | Minute No. |
|---|--|------------|
| 21.10.2021                              | 09.12.2021                               | 73/21      |
| 20.10.2022                              | 08.12.2022                               | 73/22      |
| 19.10.2023                              | 07.12.2023                               | 82/23      |
| 17.10.2024                              | 05.12.2024                               |            |
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**CHARGING & REMISSIONS POLICY**

It is the school's aim that all pupils should have an equal opportunity to benefit from school activities. This policy sets out the school's approach to charging and remissions with the intention to ensure transparency in setting charges and ensure all children are provided with the chance to access all provisions on offer.

This policy is based on the Derbyshire County Council's Charges and Remissions Policy. It therefore represents not only the school's but also the Council's Policy on Charges and Remissions.

Sections 449-462 of the Education Act 1996 (revised in 2011) sets out the law on charging for school activities in maintained schools. Parents on low incomes and in receipt of certain benefits may be eligible for support in terms of contributions requested for school visits. Additionally, families in receipt of free school meals are entitled to an exemption from paying for the cost of board and lodging on residential visits. Further guidance can be accessed at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

Under Section 27 (1) of the Education Act 2002 governors have control over the use of school premises, subject to the local authority's general policy that all educational premises should be available whenever possible to provide for the wider educational and recreational needs of children, young people and adults. Therefore, schools with available space are permitted to approve lettings in accordance with this policy.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and cost of travel to swimming lessons where appropriate.

**1. Day visits within or mainly within school hours**

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 visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat those children any differently from any others.

If a parent wishes their child to take part in a school trip, visit or activity or event but is unwilling or unable to make a contribution, we do allow the child to take part in the trip, visit or activity. Sometimes, school pays additional costs in order to support the visit. Parents have the right to know how each trip, visit or activity is funded and school will provide this information on request. Children in receipt of Free School Meals or Universal Free School Meals will be offered a free school packed lunch.

**2. Residential visits in school time**

If the school organises a residential visit in school time (or mainly school time), which is to provide education directly related to the National Curriculum we do not make a charge. However, we do make a charge to cover accommodation, food and travel expenses. To ensure all children are provided with the opportunity to participate on school visits, parents/carers experiencing financial difficulty are invited to talk to/write to the Headteacher in confidence.

3. **Activities outside or mainly outside school hours**

Parents will be expected to meet the full cost. Participation in these activities will be voluntary when the activity is not part of the national curriculum, not part of a syllabus for a prescribed public examination or not part of religious education. Prices for individual activities will be provided to gauge interest. Activities will not run where full costs cannot be recovered.

4. **Ingredients/materials for practical activities such as cookery and craft**

To help school finances, parents may be asked to pay the cost of materials where the finished product is to be kept by the pupil. Costs for these will be calculated based on the cost of the material. No profit will be made.

No child will be disadvantaged because of parents' inability or unwillingness to pay, and, therefore, all children will be able to participate in these activities.

5. **Lost school equipment, books, etc.**

Parents will be expected to replace or purchase lost items of school property including IT equipment and books. The cost of these items will be the replacement cost to purchase the same or similar items at the time the loss occurs.

6. **Breakages and damage to school buildings, furniture or property**

In cases of wilful damage to the school building, furniture or its equipment, the Headteacher, in consultation with the Chair of the Governing Board may decide to make a charge. The cost of repairs will be as quoted on an individual basis. Where items cannot be repaired a charge will be made to replace the item based on the current cost to buy new at the time the damage was incurred. Each incident will be dealt with on its own merit and at their discretion.

7. **Extended Services**

Parents/carers who choose to use the school's extended hours provision will be informed in advance of the charges applicable which will be reviewed on an annual basis. The charges for Breakfast Club for the current year are:

|                         | <b>Pupil Premium pupils</b> | <b>All other pupils</b> |
|-------------------------|-----------------------------|-------------------------|
| Per session from 7.45am | 3.00                        | 3.50                    |
| Per session from 8am    | 2.50                        | 3.00                    |

Nursery: Parents wishing to pay for extra nursery sessions are able to do so. In line with the 30-hour agreement, parents will be charged for extra provision received in addition to the 30 hours at a rate of £2.50 for 25 minutes and £1 for every 15 minutes thereafter. **The cost for a complete session will be charged at £5.72 from 01.04.2025.**

8. **Music Tuition**

Charges may be made for vocal instruments tuition provided either individually or to groups, provided that the tuition is provided at the request of the pupil's parent/carer.

9. **Swimming Lessons**

The school does not make a charge for swimming lessons as these take place in school time and form part of the National Curriculum. We will inform parents/carers when these lessons take place and ask for written permission for the child to take part in lessons.

10. **Other Charges**

The Headteacher or the Governing Board may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying.

11. **Equality**

The school is committed to ensuring equality of opportunity for all pupils, staff, parents, carers and visitors irrespective of their race, gender, disability, religion or belief, sexual orientation, age or pregnancy and maternity.