

# Charging and remissions policy for EASTLEA Primary School



## Introduction

We want all pupils at Eastlea Primary School to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions, and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

*This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.*

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| 1 | Admissions   | No charge will be made for admission.   |
| 2 | School meals   | No charge will be made for pupils entitled to free school meals.<br><br>All pupils in Reception, Year 1 and Year 2 currently continue to qualify for a free meal under the Government's Universal Free Meal Scheme.   |
|   |  | We will charge all pupils not entitled to free school meals an amount recommended by the local authority and agreed as a partnership with other Primary schools in Cramlington. Currently £2.50 for Year 3 to Year 6 children and £2.20 for 30 hour Nursery pupils. |
| 3 | Activities for pupils that take place during school hours ('School hours' are those when school is actually in session and do not include the break in the middle of the school day) | No charge will be made for activities provided by school during school hours within school.<br><u>Out of school activities – see Voluntary Contributions section 10</u>   |
|   |  | Nominal charge may be made for transport during school hours for Educational class visits.  |
|   |  | No charge will be made to cover the cost of ingredients or materials. (exception – small contribution may be requested if pupils wish to purchase an item to take home)   |
|   |  | Voluntary Contributions towards the cost of Swimming Lessons<br>See section 10  |
| 4 | Activities for pupils that take place outside school hours (non-residential)   | No charge will be made for an activity that takes place outside school hours when it is:<br>a) a necessary part of the curriculum<br>b) part of the school's basic curriculum for religious education<br><br><u>Optional extras</u>                                 |

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|   |   | <p>We may charge for some other activities that take place outside school hours, <i>e.g. Breakfast club which is currently charged at £3 per day (when booked in advance) or £3.50 for a one off non-booked place.</i> Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.</p> <p>Costs we can legally recover are as follows:</p> <ul style="list-style-type: none"> <li>a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra</li> <li>b) non-teaching staff</li> <li>c) any materials, books, instruments or equipment provided in connection with the optional extra</li> <li>d) transport to an activity outside school hours</li> </ul> |
| 5 | Activities that take place <b>partly</b> during school hours either on or off site (non-residential). | Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 3.   |
|   |   | If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 4.   |
| 6 | Residentials  | <p><u>Board and lodging</u><br/>Where possible we will subsidise the charge for all pupils towards the cost of board and lodging on residential visits whether it is classified as taking place within or outside school hours.</p> <p><u>Travel</u><br/>Where possible we will subsidise all travel costs.</p> <p><u>Activities</u><br/>Where possible we will subsidise all activity costs during the visit.</p> <p>All Residential visits will be subsidised to allow as many children to take part as possible.</p> <p>Parents may pay weekly to help spread the cost.</p>   |
| 8 | Damage to property and breakages  | We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.  |
|   |   | We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.  |

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| 9  | Remissions and concessions | We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.                          |
| 10 | Voluntary contributions    | We may in some circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.   |
|    |                            | Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.      |
|    |                            | If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents. |

Written November 2015, revised in September 2018 and updated in October 2024.