



**EWELL GROVE PRIMARY AND NURSERY SCHOOL**

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# **POLICY STATEMENT**

## **CHARGING AND REMISSIONS**

**REVISION DATE:**

**ANNUALLY SUMMER TERM**

**PRESENTED TO THE GOVERNING BOARD:**

**30<sup>TH</sup> JUNE 2022**



## **1. INTRODUCTION**

As a school Ewell Grove recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Board aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities, for example After-school Clubs.

Ewell Grove Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra- curricular) independent of their parents' financial means. The purpose of this policy, therefore, is to ensure that there is clarity over those items which our school will provide free of charge and for those items where there may be a charge.

The policy identifies activities for which:

- Voluntary contributions may be requested
- Charges will be made
- Charges will not be made
- Charges may be waived

## **2. DEFINITION**

- The school day is defined as:
- 8:45 am – 3:15 pm for All Year Groups except Nursery
- The midday break (12.00 – 1.20pm) does not form part of the school day.

## **3. VOLUNTARY CONTRIBUTIONS**

Nothing in legislation prevents a school Governing Board from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. It will also be made clear to parents that there is no obligation to make any contribution; when making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit or activity, then it will be cancelled.

The Law says:

- If the activity cannot be funded without voluntary contributions the Governing Board or Headteacher will make this clear to parents from the outset.
- No child will be excluded from an activity because his or her parents are unable or unwilling to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.

#### **4. AT EWELL GROVE PRIMARY SCHOOL NO CHARGES WILL BE MADE FOR:**

- An admission application to Ewell Grove School.
- Education provided during school hours.
- Education provided outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours (**see section 4**).
- Education provided on any trip that takes place outside school hours (**see section 4**) if it is part of the National Curriculum, or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip; although a voluntary contribution will be sought in order for the activity to go ahead.

#### **5. AT EWELL GROVE PRIMARY SCHOOL CHARGES MAY BE MADE FOR:**

##### **Activities outside School Hours**

Residential and non-residential activities (**other than those listed in Section 3 above**) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours). (**See Section 7**)

##### **Residential Trips**

Charges levied for residential trips will represent the actual cost of providing the trip. It is not expected that there will be any profit made.

An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required.

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trips as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

Children will be treated equally regardless of the payment made by their parents.

*To determine whether a residential trip/visit is in or out of school time, the following applies: If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.*

### **Music Tuition**

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of the National Curriculum.

## **6. EWELL GROVE'S CHILDREN'S ACTIVITY FUND**

Throughout the year the school organises a variety of activities such as drama productions, visits from story tellers, cooking and science based experiences. The governors have agreed that rather than collect voluntary contributions for each activity the school will request a one-off annual contribution of £15 per child or £25 per family. No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient voluntary contributions are collected to cover the costs of these events, then it may be necessary to curtail or cancel the activities.

## **7. ADMINISTRATION CHARGE**

The school also sets an administration fee agreed annually by the Governing Board, this is to cover the cost of the additional personnel hours required to organise the activities, building costs (light, heating, caretaking etc.) and any administration materials needed e.g. paper, photocopying, phone calls. The money may also be used to purchase refreshments for the children at either the beginning or the end of the each session.

When publicising an optional activity outside of the school day the charge published will include the administration charge and this will be made explicit on the application form.

The administration charge is banked into the delegated budget.

A break down, in as far as we are able, to show what the collective total of administration charges has been used for e.g. additional staff hours, will be available from the School Office for anyone asking to see it.

## 8. SCHOOL CHARGING POLICY

It is the policy of Ewell Grove Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activity or items which will/ or may be charged for	Notes	Charged or Voluntary Contribution
Materials, books, instruments, or equipment, where a parent wishes their child to own or hire them.	For example, a clay model – a charge to cover the cost of the clay.	Charged Financial support available as outlined in <b>Sections 8</b>
Music tuition provided a Specialist Music Service, where parents have opted for music tuition beyond that delivered as part of the school's curriculum; or where music tuition is extended.	The cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of pupils.	Charged Financial support available as outlined in <b>Sections 8</b>
The board and lodging component of residential trips.	The charge will not exceed the actual cost	Charged Financial support available as outlined in <b>Sections 8</b>
Ingredients when cooking.	The charge will not exceed the overall cost of ingredients.	Voluntary Contribution – covered by the annual Activity Fund outlined in <b>Section 5</b>
Transport for swimming sessions	NB: The school will cover the cost of the tuition.	Charged Financial support available as outlined in <b>sections 8</b>
Morning, Lunchtime or After-School Clubs.	External Provider - A charge is made by the organisation running the club/activity. Internal provider – A charge is made to ensure that the school's delegated budget does not subsidise these activities and remove resources intended that the school is given to provide education to all children within the school. NB: Please note that a nominal administration charge is also applied – refer to <b>Section 6</b> .	
Workshops, speakers, visiting authors and artists etc. to enhance the curriculum	Such opportunities are typically subsidised from either the school budget, Activity Fund or a mixture of the both. In exceptional circumstance we may request an additional voluntary contribution but never to exceed the actual cost of the event.	Voluntary Contribution – <u>generally</u> covered by the annual Activity Fund outlined in <b>Section 5</b>
Trips and visits to enhance the curriculum and provide first-hand experience	Such opportunities are typically subsidised from the school budget and Voluntary Contribution but never to exceed the actual cost of the event. <i>NB: If insufficient Voluntary Contributions are raised to fund a visit or activity, then it will be cancelled.</i>	
<b>Fundraising and charity events are considered to fall outside of this Policy</b>		

## **9. SUPPORT OFFERED TO FAMILIES WHO HAVE DIFFICULTY MAKING A FINANCIAL CONTRIBUTION**

In order to remove financial barriers from disadvantaged pupils, the Governing Board has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced cost to families who have difficulty making a financial contribution. Families who can be considered for charges to be waived or help with charges include:

- Where children are eligible for Free School Meals (including Ever6) and Ewell Grove receives Pupil Premium funding;
- If more than one child in a family is going on a trip or visit, and this puts the family under financial pressure.
- If a family is experiencing financial difficulty resulting from unforeseen circumstances.

## **10. RESPONSIBILITIES**

- The Headteacher will ensure that staff are familiar with and correctly apply the policy.
- The Governors will review the policy annually in the summer term ready for the start of the new academic year.