



# Richmond Hill Primary School

## Charging and Remissions Policy

### Charging and Remissions Policy

Richmond Hill Primary School takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care.

#### **Our Safeguarding Statement:**

*The most important priority for all staff and governors at Richmond Hill Primary School is to keep the wellbeing of the child at centre of everything we do.*

#### **Purpose**

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as: 8.50 am – 3.15 pm

#### **Relationship to other Policies:**

The policy complements the schools:

- Equal Opportunities Policy
- Teaching and Learning Policy
- Educational Visits Policy.

#### **Roles and Responsibilities of the Head teacher and Other Staff**

The Head teacher will ensure that the following applies:

#### ***During the school day:***

All activities that are required to fulfil statutory duties of the National Curriculum plus Religious Education will be provided free of charge. This includes swimming lessons and transport to and from the swimming pool, although a voluntary contribution towards the cost of such activities may be required.

This includes any materials, equipment and transport to take pupils between the school and the activity.

Competitive sports matches and tournaments or arts events and other events do not come into this category and therefore a charge can be made for transport.

It also excludes charges made for instrumental and/or vocal tuition, unless that tuition forms part of the National Curriculum, part of the syllabus of a prescribed public examination. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example a visit to a museum, gallery or historical site etc.



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On all such occasions, parents will be notified from the outset that if insufficient voluntary contributions are made, the activity or event may have to be cancelled.

From time to time we may invite a non-school based organisation such as a travelling theatre company etc. to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the head teacher to agree to their child being withdrawn or taught elsewhere in the school for that period.

### ***School Milk:***

Children under 5 are entitled to free milk daily.

### ***Optional activities outside of the school day:***

We will charge for optional, extra activities provided outside of the school day and optional activities provided within school time, which are not provided by the school's own paid staff, for example Dance Club, sports coaching etc. Such activities are not part of the National Curriculum or Religious Education, nor are they part of a prescribed examination syllabus. If an out of school hours activity is considered an essential part of the school syllabus/National Curriculum, there will be no charge to parents/pupils.

### ***Education partly during the school day:***

If a non-residential activity happens partly inside the school day and partly outside of it, a donation will be asked for and it is considered to be a requirement of the curriculum. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges can be made. When such activities are arranged parents will be told how the charges were calculated. Any activity which takes place wholly or mainly outside school hours, is defined as an 'optional extra' activity and can be charged for.

### ***Charges for 'optional extras' outside of school hours may include:***

- Travel, board and lodging for pupils
- Materials, books and equipment
- Entrance charges to facilities
- Staff costs – both support and teacher costs. (Where a teacher/instructor has been engaged specifically to provide the activity)
- Insurance

No profit can be included from any charges made and charges cannot be made to subsidise others who may not or cannot pay. Voluntary contributions or general fundraising must be used for these purposes.

When a small proportion of the activity takes place during school hours, a charge cannot include the cost of alternative provision for those pupils who do not wish to participate.



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Therefore no charge can be made for supply teachers to cover for those who are absent from school accompanying pupils on a residential visit.

### **Residential Visits:**

As all residential experiences at Richmond Hill Primary School are 'optional activities'. The following charges may be levied:

- Travel, board and lodging for pupils
- Materials, books and equipment
- Entrance charges to facilities
- Staff costs – both support and teacher costs. (Where a teacher/instructor has been engaged specifically to provide the activity)
- Insurance

Parents will be told how the charges were calculated.

Where there is the need to take additional staff to attend a residential as the result of the special needs of an individual child, the additional cost incurred in taking staff will generally be included in the total cost of the residential experience and costed out according to the number of pupils attending

### **Calculating charges:**

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. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Monitoring**

The governing body will monitor the impact of this policy by receiving on an annual basis.

Agreed By:	RACHEL BLAIR
Signed:	
Date:	17.01.2024
Reviewed by Governors Date:	17.01.2024