Swaffham Meadow Primary School

Swaffham Meadow Primary School Charging and Remissions Policy

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Review Body	SET Local Compliance Committee
Review frequency & next review due	Annually Reviewed September 2027
Comments	A new governance system was introduced on 1st September 2022 by the Trustees of Sapientia Education Trust. In future statutory policies will be reviewed and approved by the Trust's compliance committee. This will take place at the point when the relevant policy is next due for review.

Endorsed on

Charges for School Activities

The governors of SWAFFHAM MEADOW PRIMARY SCHOOL have decided to adopt the Norfolk County Council charging policy. Legislation allows schools to charge for certain activities, which take place both inside and outside, school hours. The school's charging policy is described in its brochure, which can be obtained from the SWAFFHAM MEADOW PRIMARY SCHOOL school office.

Following the County Council's charging policy, these are the activities and materials for which parents will be charged:

- Music tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.
- Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

Activities outside school hours

A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Voluntary Contributions

SWAFFHAM MEADOW PRIMARY SCHOOL believes in giving pupils first-hand experiences where possible. Throughout the year, groups of children will visit places of interest, such as museums as part of topic work that they are doing in school. This often involves the expense of transporting children to various sites of interest and an entry fee may also be incurred.

Under the Education Act, the school cannot charge parents for such trips out, but may ask for a voluntary contribution.

Many trips out will only take place if they can be funded by voluntary contributions from parents. On these occasions, there is no obligation to contribute, and pupils will not be treated differently according to whether or not their parents have made a voluntary contribution.

- If an activity cannot be funded without voluntary contributions this will be made clear to parents and carers at the outset.
- SET Trustees or head teacher must also make it clear to parents that there is no obligation to make any contribution.
- No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay.
- The school must make is clear that if insufficient voluntary contributions are collected the activity must be cancelled.
- The school will make it clear at the outset what their policy is for allocating places on school visits.

Remission of charges

Parents are eligible for remission of charges if they are in receipt of:

- Income Support
- Working Families' Credit
- Disabled Person's Tax Credit
- Income Based Jobseeker's Allowance

Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the SWAFFHAM MEADOW PRIMARY SCHOOL Headteacher.

Refunds Policy School Trips

If a child is unable to attend a SWAFFHAM MEADOW PRIMARY SCHOOL trip due to illness, a full refund of the trip money will be made.

If a trip must be cancelled parental contributions will be refunded.

If contributions to an activity exceed the total cost, a refund will be given if excess is over £2 per child.

Excess income less than £2 per child will be paid into school fund account. Excess of expenditure will be funded by school fund.

Music Lessons

Refund for music lessons will only be made if the lesson is missed due to absence of the music teacher or closure of the school. Refunds will not be made if the child is ill or on holiday.

School Dinners

Refunds will be given for school meals if notification is received prior to 9.30am on the morning of the cancelled meal.

Refunds will take the form of credit against future lunches.

Complaints in relation to our Charging Policy

The SWAFFHAM MEADOW PRIMARY SCHOOL Complaints Policy is available via our school website or on request from the school office.

This policy is based upon the following document:

- Early Education and Childcare Statutory Guidance for Local Authorities June 2018

  https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718179/Early_education_and_childcare-statutory_guidance.pdf