



Policy for Charging and Remissions Columbia Primary School

We believe that all our pupils should have equal opportunity to benefit from all school activities regardless of their parents' financial means. Our charging and remissions policy sets out how we will do our best to ensure this. This policy is in accordance with sections 449 - 462 of the Education Act, 1996.

Education provided wholly or mainly during school hours is deemed free for all pupils during school hours. The school may not impose a charge for any activities that occur during school hours, however we may ask for voluntary contributions, in order for particular enrichment activities to take place.

Voluntary contributions are not compulsory and pupils of families who cannot make a contribution will not be discriminated against. No pupil will be left out of an activity because his/her parents or carers cannot, or will not, make a contribution of any kind.

Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

School trips

School trips – the majority of the cost of school trips during school hours will be met by the school. We will ask parents/carers for voluntary contributions towards any school trip that incurs a cost. We will ensure that costs are kept to a minimum without impeding health and safety.

School journey

A proportion of the cost of the annual school journey for children in Year 4, 5 and 6 pupils is met by the school. However parents are asked to make a contribution towards the cost of board and lodging during the time away. Pupils whose parents are in receipt of the benefits specified below will be asked to pay 50% of the cost of board and lodging. Families who are finding payment difficult should contact the Headteacher via the school office to discuss options for remission.

Families who receive any of the following benefits are eligible for reduced school journey payments:

- income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Music Tuition

A charge will not be made for class music tuition during school hours that is part of the curriculum.

For instrument tuition there will be a charge for music books and in some cases a deposit for instruments. Music books will be charged at 50% of the cost, and pupils will be allowed to keep them. Deposits will be returned to pupils who give back instruments in good condition. We will ask for the full cost of instruments that have been damaged maliciously.

Damage/loss to property

Charges will be levied in respect of wilful damage, neglect or loss of school property (including premises, equipment, books or materials) belonging to the school or third party, where the cost has been recharged to the school. The charge will be the cost of the replacement or repair or a lower cost subject to the head teacher's discretion.

School Meals

School Meals will be charged at the rate set by the local authority for pupils. Adults will be charged at the rate set by the local authority plus VAT and a small administration charge.

Breakfast Club and After School Play Centre

At present the cost of the breakfast club and after school play centre is met by parental charges with any shortfall made from school contribution. The costs will be reviewed each academic year and altered to reflect funding arrangements. Please see separate play centre policy.

Nursery places

From September 2019 we will offer full time places:

- Which are fully funded by the Government's 30 hours per week scheme
- With a top-up charge. Parents can apply for a full time place by paying an additional £7.50 per hour (£112.50 per week, £4275 per year) payable in advance every term.

Lettings

The school building is managed by the schools grouped PFI scheme. Lettings will be made subject to the contract and managed by TH Schools Ltd.

Remissions

In order to remove financial barriers from disadvantaged pupils the school has agreed to offer reduced rates to parents in particular circumstances, this will be at the discretion of the Headteacher, taking into account the family's means. The Headteacher may be expected to justify these decisions to the governing body.

Signed and dated on Governor Hub

Approved in September 2023 by the Finance and Pay Committee on behalf of the Governing Body of Columbia School.

To be reviewed in September 2024 unless any statutory documentation is published which supersedes this policy.