



CHARGING AND REMISSIONS POLICY

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Elm Grove Primary School Charging and Remissions Policy

1 Introduction

Elm Grove Primary School provides many opportunities for its pupils to enrich and enhance their experience through Learning Outside the Classroom (LOtC) and outdoor education. This includes onsite and offsite learning, residential activities, field trips, sports, physical and cultural activities and adventure education.

The purpose of this policy is to provide clear information about charging and voluntary contributions for **Elm Grove's school** activities.

Elm Grove follows the Brighton & Hove City Council policy for charging for school activities that mirrors the information given in the Department for Education's advice document published in May 2018 (<https://www.gov.uk/government/publications/charging-for-school-activities>) and should be read in conjunction with the information provided in the National Guidance www.oeapng.info, document 3.2c – Charging for school activities.

2 Main points and charging

- School governing bodies and local authorities cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- The governors of Elm Grove Primary School firmly believe that no pupil should be excluded from an activity on the grounds of cost. No student is excluded from any such activity on the basis on non-contribution and a small amount of our funding may be set aside in an attempt to resolve this need if it arises. If parents are on a low income or in receipt of benefits listed on page 2 of this document, then support can be made available to them.
- The exception to this is individual music tuition. Pupils can learn to play a musical instrument during the school day if a parent requests this. This is not part of the national curriculum and is an optional service parents can choose to sign up and pay for. Music lessons are currently provided by the Brighton & Hove Music and Arts Service, the Rock and Pop Foundation and Harp Academy. Payment for this music tuition is made directly to them.
- School meals are charged @ £2.60 per meal, per day and should be paid in advance. The school reserves the right to withdraw the provision of meals after the first week of payments becoming overdue. At this point the school will contact parent/carers for payment to be made.

3 Optional extras

Charges may be made for some activities that are known as 'optional extras'. This will include education provided outside of school time that is not part of the national curriculum, residential visits, additional clubs and breakfast club, after-school club and holiday play schemes.

Residential visits

At Elm Grove Primary School, pupils have the opportunity to take part in an exciting outdoor activity based residential visit away from home.

The school offers parents a number of different payment schedule options, so that payments can be spread over time in different ways. All payments should be made via Parentpay.

If children are in receipt of Pupil Premium, the school will offer a subsidy towards the trip.

Clubs

At Elm Grove, there are a number of clubs offered before or after the school day as additional enrichment opportunities. We aim to offer a wide variety of clubs at no additional cost.

There are also a number of clubs run by external providers who will offer additional opportunities at a small charge. e.g. Table Tennis, Gymnastics, Tag Rugby and Basketball. Charges for these clubs will be set by the independent provider. A 50% discount for sports clubs can be accessed by all children in receipt of Pupil Premium. This discount is funded from the Primary Sports funding. All payments are made via Parentpay.

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The breakfast club, after-school club and holiday playschemes are run by Elm Grove Out of School Club, who are a separate organisation from the school. Charges for this childcare are set by the management committee and payment is made directly to them.

Additional extras

Additional optional extras for which payment will be needed includes individual and class school photographs, cake sales, sale of DVD's from events such as Let's Dance etc.

4 Voluntary contributions

School trips, visits, clubs after school and enrichment activities enhance pupils' learning journeys and enhance individual experiences at school. Many school trips are reliant upon voluntary contributions and this will be stated on letters sent home. If insufficient voluntary contributions are raised to fund a visit, then the school will inform the parents/ carers if the activity has to be cancelled. All contributions are made via Parentpay.

The provision of such activities is funded through the following means:

- We ask parents and carers for voluntary contributions to fund enrichment activities wholly or partly in school time, which would be prohibited otherwise.
- The PTA can be approached by the school to request a small grant of £250 to assist towards the cost of a class visit.
- The school may allocate a portion of its school budget, e.g using the Primary Sports Premium funding, to provide clubs after school which may be offered free to pupils.
- The school can use its pupil premium funding to support payment for specific activities for those pupils whose families are on low incomes.

Swimming

Swimming is part of a curriculum requirement and is offered to all of KS2 (Years 3-6). Each class has 3 half terms per year of weekly swimming lessons. These sessions enable the majority of children who attend Elm Grove to learn to swim confidently and know how to be safe in and around water.

As the school is charged for the hire of local swimming facilities, we will ask for a voluntary contribution for each child attending a swimming session in years 3, 4, 5 & 6. Currently the contribution is £2.50 per child per session (£20.50 for the ½ term), but this may be altered, depending on budgeting or other factors. All contributions are made via Parentpay. If all families pay, this will cover the cost of the hire of the swimming pool.

Pupil's eligible for Pupil Premium will be offered a 50% reduction on swimming charges.

A swimming hat may be purchased via Parentpay for £1.

Other

Additional voluntary contributions may be asked for charity collections including 'dressing up' days for charities such as Comic Relief, Children in Need etc.

5 School sales

School uniform is available to buy via Parentpay. This includes School sweatshirts, PE shorts, T-shirts, ties, PE bags, book bags and more. Each item is sold at cost price and the list can be obtained from the School Office.

The school also offers a Uniform Library where good quality uniform is donated and received at no cost by any parent/carer who wishes to be involved.

6 Remissions

Remission of any charges levied by the school may be granted where parents are in receipt of

- 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 guarantee element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have a joint annual gross income of no more than £58,000 or £60,000 if you have a child under 1 year old)
- Working Tax Credit – there is numerous criteria and conditions to be able to apply. See the link below:

<https://www.gov.uk/working-tax-credit>

- Universal Credit- The amount you earn, and how often you're paid your wages, can affect whether you able to claim Universal Credit
- See the link below for details:

<https://www.gov.uk/guidance/universal-credit-and-earnings>

- the Headteacher has recommended remission of the charges in individual cases of hardship.

7 Monitoring, Evaluation and Review

This policy will be next reviewed in Summer Term of 2026.

Approved by

Chair of Finance and Premises Committee _____ Date _____

Chair of Governing Body _____ Date _____