



# SEFTON PARK INFANT & JUNIOR SCHOOLS CHARGING & REMISSIONS POLICY

**Date of last review: March 2025**

**Date of next Review: March 2026**

**Committee: F&R**

**Introduction** This policy is intended to ensure that there is clarity over those activities that the school will provide free of charge, and those activities for which it may make a charge or for which a voluntary contribution from parents may be requested, in accordance with the relevant Education Act 1996. The purpose of activities for which charges may be made is to extend or increase the educational and other opportunities being offered to pupils beyond the basic entitlement to delivery of the curriculum.

**Responsibilities** The Headteacher will ensure that staff are familiar with and correctly apply the policy. Staff who organise activities for which there will be charges / voluntary contributions are responsible for ensuring that they comply with this policy.

## **A. Voluntary Contributions**

Voluntary contributions may be sought for activities during the school day that entail additional costs. The school day is defined as the morning and afternoon teaching sessions. The lunch break does not form part of the school day.

Examples include (but are not limited to):-

- Field trips
- Swimming lessons
- Occasional performances / activities in school presented by outside groups (dance, theatre, music, science etc)
- Transport (i.e. transport to swimming lessons and field trips)

Schools are permitted to ask for voluntary contributions providing that any request states that:

- Contributions are voluntary.
- Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- Parents are informed of the level of contribution and whether the activity could take place if parents did not contribute to it.

No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, parents must also note that if insufficient funds are raised to fund a visit it maybe necessary to curtail or cancel activities.

### **Communication to parents concerning voluntary contributions**

- Any request for a voluntary contribution will be made in writing to parents of each child.
- Requests will be made well in advance of the date of the activity to reduce the risk to the school of incurring financial penalty should the event have to be cancelled due to lack of support.
- The purpose of the activity will be outlined in the letter.
- Any proposal for an out-of-school visit will include a consent form.
- Parents will be informed that the charge is voluntary, and no pupil will be prevented from participating
- The request will also state that the activity may not go ahead if insufficient funds are received.

### **B. Charges**

Obligatory charges, while they cannot be made in respect of education provided during school hours, are permitted to cover certain costs incurred by the school. Charges may be made in respect of activities such as (but not limited to) the following:-

- School Dinners
- Optional activities outside of the school day: We may charge for optional, extra activities provided outside of the school day, for example, sports clubs
- Materials: a charge for materials may be levied if a pupil wishes to retain items produced as a result of craft, art, D&T or other sessions.
- Optional individual or group instrumental tuition outside normal classroom provision.
- Residentials: Charges will be made for board and lodging, and for ancillary costs and activities.

- Transport: Charges may be made to cover actual costs for residential trips.
- Loss or damage to school property: a charge will be made to cover the costs incurred if a pupil loses or damages school property.
- Lettings to outside bodies (see Lettings Policy)
- Other charges, for example as permitted under the Freedom of Information Act (see the Freedom of Information Policy).

**Calculating charges** When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. Those who pay will not be expected to pay more to support those who can't or won't.

**Exemptions and Remissions** The School's aim is that no pupil will be prevented from participating in any activity because they cannot pay. Alternative sources of finance are sought, and charges to pupils for any of these activities may be remitted or partially remitted at the school's discretion, with decisions being made by the Headteacher or the delegated representative on a case-by-case basis.

**Refunds** Refunds in the case of a child not being able to take part in a pre-paid activity, for example due to illness, will be made on request, at the school's discretion, based on what costs (if any) can be recouped by the school because of the child's absence. There may be an administration charge. In the case of expensive trips, the trip information will state the refund policy.