



**FRANCHE COMMUNITY PRIMARY SCHOOL &  
TOTS@FRANCHE Policies & Procedures**

## Charges and Remissions Policy V5

### Document management

This document was created by the Finance Sub-Committee on behalf of the Governing Body in March 2017.

This document is subject to review every 2 years.

### Document control

This document is mastered on the Staff Shared area (V:)/POLICIES/2023-24

*All other copies of this document are considered 'uncontrolled' and users should not ensure that any printed copies reflect current status.*

### Revision history

Reference	Description	Date	Version no
	Reviewed Finance & Premises Committee	March 2019	2
Allison Bill	Document to be reviewed at Resources Committee	23/11/2021	3
Allison Bill	Document to be reviewed at Resources Committee	29/06/2023	4
Allison Bill	PP statement added in relation to trips. Reviewed at FGB	19/07/23	5

*For clarity throughout this policy the words Franche Community Primary School/school refers to all childcare services provided on the Franche Community Primary School site. Including: Children's Centre, TOTS@Franche, Holiday Club and Breakfast/After School Club.*

## **Objectives**

Franche Community Primary School aims to provide a wide and varied learning experience for all children. This policy is intended to ensure that all pupils should have equal opportunity to participate in extra activities provided by the School and/or external agencies, and is based on Worcestershire County Council Education Services' charging and remissions policy.

## **Background**

The legal framework relating to charging, voluntary contributions and remissions is set out in sections 449-462 of the Education Act 1996. The basic principle governing the making of charges is that no charge shall be made for the provision of education to a registered pupil at a maintained school during school hours. There are, however, a number of specific exceptions to this general rule which are set out in the following paragraphs.

## **Our Policy**

### **1. Educational Visits**

All educational visits, performances and shows which take place wholly or mainly during school hours shall be provided free of compulsory charge.

- 1a) It is acknowledged, however, that many, if not all, of the above mentioned activities could not take place if the school did not ask for voluntary, parental contributions towards their cost.
- 1b) In the event of a parent having financial difficulty in meeting the suggested amount, a confidential approach can be made to the Headteacher.
- 1c) The Governors therefore recommend that each letter to parents giving notice of a forthcoming educational visit should carry the following wording:-

“Parents are asked to make a voluntary contribution of £..... towards the cost of the event. If insufficient contributions are received, it may not be possible for the proposed event to take place. Any parent experiencing difficulty in making the contribution is invited to contact the Headteacher”.

### **2. Outings, holidays and other activities**

Outings, holidays and other activities which take place mainly or wholly outside normal school hours are subject to a compulsory charge to cover the entire cost of the event. Charges for such events including transport, board and lodging will be communicated to parents prior to the trip.

- 2a) In certain circumstances, an approach to the Headteacher by a parent in financial difficulty may result in the negotiation of a reduced charge.

- 2b) Specifically, the school may provide for some remission of any charges for board and lodging provided for a pupil on a residential trip if the pupil is accessing free school meals and pupil premium.

### **3. Non-Residential Daytrips**

Education provided on such trips is normally legally deemed to fall within school hours (section 452 of the 1996 Education Act) therefore no charge will be made for either the education provided or any associated transport. The school will ask for voluntary contribution towards all trips to support the school's ability to offer an enhanced curriculum.

### **4. Musical Tuition**

In the case of musical tuition being provided to children on an elective basis, the whole cost of the lessons is charged to the parents.

### **5. Activities Provided by External Organisations**

Any charges made for the provision of out of school hours club activities by external organisations are payable by parents.

### **6. Children accessing Free School Meals and Pupil Premium**

The school may provide some remission of any charges for those children accessing free school meals and pupil premium at the discretion of the Headteacher for school related expenses.

### **REVIEW**

This policy will be reviewed every 2 years by the Resources Committee and presented to the Full Governing Body to approve any necessary changes.