



CHRIST CHURCH CE PRIMARY SCHOOL

Headteacher
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Policy for Charges, Voluntary Contributions and Remissions



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Charges, Voluntary Contributions & Remissions

Date	Review Date	Coordinator	Nominated Governor
September 2017	September 2019	School Business Manager	Finance, Premises & Staff Sub-Committee

Aims

- To outline what the school can and cannot charge for.
- To outline the school policy for voluntary contributions and remissions.
- To work with other schools in order to share good practice in order to improve this policy.

We are aware that under the Education Reform Act 1988 that no charge can be made for education in school hours and that every child has the right to receive free school education. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. The DfE Guidance updated May 2018:

<https://www.gov.uk/government/publications/charging-for-school-activities>

Additional information relevant to activities associated with the school's development of Outdoor Learning is provided in Appendix 1 from the [Council for Learning Outside the Classroom \(LOTC\)](#)

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost. We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities. Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents when organising educational visits which will enrich the curriculum and the educational experiences of children.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- delegated responsibility to members of the Finance, Premises & Staffing committee to ensure that the implementation, monitoring and evaluation of this policy and to report back to the Governing Body;



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Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality as it relates to this policy;
- provide guidance, support and training to all staff as required;
- monitor the effectiveness of this policy;
- annually report to the Finance Premises & Staffing Committee on the success and development of this policy

Role of the Finance, Premises & Sub-Committee

The Committee will:

- work closely with the Headteacher;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Conditions when charges cannot be made

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- part of a syllabus for an agreed examination for a pupil;
- for statutory religious education;
- for musical tuition as part of the National Curriculum;
- for education provided on any educational visit during the school day;
- for education provided on any educational visit outside school hours;
- for the cost of supply teachers substituting for absent teachers on residential visits with pupils;
- for the entry to public examination which is on the prescribed list;
- examination re-sits

Charges for transport cannot be made when:

- transporting pupils to or from the school premises;
- transporting pupils to other premises where arrangements have been made for them to be educated;
- a pupil needs to sit an examination;
- an educational visit has been planned

Conditions when charges can be made

Charges can be made when:

- a parent/carer wishes their child to own any specific materials, books, instruments or equipment;
- property or equipment has been damaged as a result of a pupil's behaviour

Charging for Optional Extras



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Charges may be levied for:

- optional extra activities if parents are willing to accept a charge for the costs;
- an activity that takes place outside school hours (e.g. After School Clubs);
- any activity provided they do not exceed the actual cost of the activity;
- any materials, books, instruments, equipment or tuition fees for providing education that is not part of the National Curriculum or of a syllabus of a prescribed examination or part of religious education;
- the cost of board and lodging on a residential visit;
- transport provided for any activity;
- musical tuition that is not part of the National Curriculum



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Support for Parents/Carers

The GB will:

- support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;
- inform parents/carers that if they have a Free School Meal entitlement then they *will not* be charged board and lodging fees for any residential visit;
- use the School Fund with the assistance of the PTFA to support parent/carers who are unable to pay voluntary contributions
- Offer a discount to all families with a Free School Meal entitlement for any residential visit (e.g.KS2 School Journey) that will be paid from **Pupil Premium funding**.

Voluntary Contributions

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity including:

- planned activities that depend on voluntary contributions for part or all of the cost;
- an educational visit or activity that may need to be cancelled if sufficient costs are not raised via voluntary contributions;
- Maintenance Fund annual charge identified by the Southwark Diocese Board of Education to subsidise capital costs for the maintenance of school buildings.
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay

Remissions

We will remit any charge wholly or partly if any activity takes place:

- mostly within school hours or;
- partly within and partly outside school hours

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Welcome Pack
- the School Website
- the Staff Handbook
- meetings with school personnel
- communications with home such as newsletters and text messages

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed annually by the Finance, Premises & Staffing Sub-Committee.

Headteacher:	Mrs C. Morris	Date:	12/09/18
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Chair of Governing Body:	Mrs I. Wolstenholme	Date:	12/09/18
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APPENDIX 1

Sample Charging policy

What you can charge for and what you cannot is quite straightforward. Education in maintained schools (including Academies, Foundation and Trust schools) is provided free of charge during school hours. So, you cannot make a charge for these Learning Outside the Classroom experiences. You also cannot charge if you are planning Learning Outside the Classroom which is directly related to a statutory aspect of the National Curriculum¹, religious education or a syllabus for a prescribed public examination that pupils are being prepared for at the school, You may however, in both circumstances, ask parents to make a voluntary contribution.

Allocating funding to Learning Outside the Classroom as a curriculum priority is something which all schools should consider as part of their overall budgets. Learning Outside the Classroom should be seen as integrated in financial terms as well as in terms of learning.

Schools may fund some Learning Outside the Classroom activities entirely or partly from their delegated core budgets. They are permitted to direct this funding towards young people in need, but are advised to do so in accordance with arrangements agreed by governors as part of the school's remissions policy. In other words, do not assume that this can happen without the prior support of the governing body.

Schools can also seek external funding. One helpful solution in this area is to define some activities as entitlement activities – central to learning and the curriculum – and to meet the costs from both within the school budget and by recourse to outside funds. Such funding might come from:

- DfE-delegated budgets such as the Pupil Premium
- Grant giving bodies which fund volunteering work by young people
- Local charitable trusts specifically established to assist poorer families in the locality
- Councillor locality budgets enabling elected members to fund worthwhile local projects in their ward or constituency
- Fundraising
- Sponsorship
- The Youth Opportunities Fund, where young people in the 13–19 age range can ask for specific project-related funding
- Organisations who are keen to support particular types of visit, for example British Council or European Union funding supports certain foreign exchange programmes.
- Bursaries where some activity and residential providers, mostly in the charitable sector, are able to offer bursaries to assist young people from disadvantaged backgrounds to participate.

All of these options are worth exploring. It is also important to note that parents and carers who are receiving a range of benefits including income support, jobseeker's allowances, disability allowances and tax credits can claim back the cost of any accommodation and subsistence.

It is common practice for schools to indicate the cost of a visit in the information supplied to parents, together with a request for a contribution, and a statement that the visit may not go ahead if parents are unwilling to contribute.

¹ It should be noted that 'part of the National Curriculum' is not restricted to Learning Outside the Classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and can include for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills)



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As you would expect, this contribution has to be genuinely voluntary and you must be careful not to discriminate against parents and carers who do not contribute. A key issue is how to enable all young people, including those from financially disadvantaged backgrounds, to participate in and benefit from learning outside the classroom opportunities. Nothing in law prevents you from asking for slightly more than the basic cost of the experience in order to balance your overall budget but it is good practice to be cautious where that is concerned. Some schools add a small and stated percentage to the cost of visits funded through voluntary contributions to create a 'benevolent fund' to assist families which would have difficulty in making the contribution. But ultimately it is up to parents whether, and how much, they choose to contribute.

If the experience is taking place largely outside school hours it can be considered to be an 'optional extra'. This is the case if it is not directly related to the national curriculum, religious education or a syllabus for a prescribed public examination which pupils are being prepared for at the school. These would be social or recreational visits, such as skiing or sightseeing in London, taking place at weekends or during holidays. However, if you are uncertain, take advice as to which category your planned experience falls into.

Reducing the cost

One of the most effective ways of achieving the inclusion of all young people in learning outside the classroom is by controlling the cost of the opportunities offered.

Don't overlook opportunities for learning outside the classroom on the school site including school wildlife areas, school ponds, adventure play areas, orienteering on the school site.

Consider how best to use the resources within walking distance, such as local parks or woodland, the local church or village.

Consider activities led by your own staff or volunteers, rather than instructors at a field study or activity centre.

Consider camping as an inexpensive residential opportunity, particularly when this is local, or even on your or a neighbouring school site. Youth organisations such as the Scouts, Guides or the local youth service may be able to help with advice and equipment.

When the experience is defined as an optional extra, the parents and carers who consent to young people taking part can be charged the full cost of the experience including accommodation costs. What they must not be charged is any additional element to subsidise other young people. Parents and carers in receipt of benefits are unlikely to have their costs refunded. It is quite legitimate to explore other sources of funding for these activities. You may want to create a fund to help young people from poorer families participate in these activities – young people can feel very hurt when they miss out on activities that their more fortunate friends are able to do.

If you are charging for any activities, your governing body must draw up a charging policy which makes clear which activities you intend to charge for, and a remissions policy which sets out any circumstances in which you propose to remit those charges (e.g. for parents in receipt of certain benefits).

For further information on what schools can and can't charge for, visit the [Department for Education Website](#)



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