

**Whitfield St James' CE (VC) Primary School**  
**CHARGING AND REMISSIONS POLICY**

**Optional Extras**

Charges may be made for some school activities that are known as “optional extras”. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- transport that is not required to take the pupil to school, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential trip;
- any materials, books, instruments, or equipment provided in connection with the optional extra.
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. In cases where any of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

The charge will not exceed the actual cost of providing the optional extra or the board and lodging.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

**Voluntary Contributions**

The school will, in certain situations, such as trips during school time or visits from professionals to work with the children, ask for voluntary contributions to benefit the school or any school activities. If the activity cannot be funded without voluntary contributions, the head teacher will make this clear to parents at the outset. The head teacher will also make it clear to parents that there is no obligation to make any contribution. No child will be excluded from an activity simply because his parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a trip, then it will be cancelled.

## **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges will be made for tuition in playing a musical instrument, for either an individual pupil or groups of up to four, where the teaching is not an essential part of the National Curriculum. This will include all lessons delivered by peripatetic music teachers.

## **Residential Trips**

The school will not charge for:

- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

The school will charge for:

- board and lodging, but the charge will not exceed the actual cost.

When a school informs parents about a forthcoming trip, they will make it clear that when the trip falls wholly or mainly during school time parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging:

If the number of school sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

The school will endeavour to ensure that whenever possible there will be sufficient places on any trip for all pupils in the relevant group. When this is not possible places will be allocated in order of receipt of a parental consent slip.

## **Personal Use of School Telephone and Photocopier**

The school will make a charge of 20p per minute for private telephone calls that are unrelated to the operation of the school.

Private photocopying will be charged at 10p per sheet. No charge will be made for photocopying that is for the direct benefit of children in the school.

## **Remissions**

The governing body may, at their discretion, remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their Charging Policy. Possible examples may include:

- Reducing the cost of a residential trip outside school time for children whose parents are in receipt of the benefits detailed above.
- Providing an optional extra outside school time at free or reduced costs.

C Woodward  
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