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<b>Charging and Remissions Policy</b>	Issued: December 23
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<b>APPROVAL BY</b>	<b>FULL GOVERNING BODY</b>

# Charging and Remissions Policy

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## 1. Aims

**This document has been produced with information from The Key**

Alfred Lord Tennyson School (ALTS) does not charge for any activity undertaken as part of the National Curriculum. However, the Governing Body recognises the valuable contribution that a wide range of additional activities, including trips, visitors, clubs and residential experiences can make towards the pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The following is a list of activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities;
- outdoor adventure activities;
- visits to the theatre;
- residential visits;
- musical events;
- transport expenses;
- curriculum enrichment activities e.g. companies brought in to provide children with experiences such as handling animals, creating history scenes, etc.

This document is in line with DfE Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities May 2018 [1].

For the purposes of this policy, reference to 'parents' includes all adults who have a caring responsibility for a child or children in the school. This may include parents, step-parents, grandparents and other relatives, foster carers and adoptive parents as well as other adults who have a legal responsibility for a child.

## **2. Charges**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

### **2.1. Residential Visits**

During Key Stage 2, children may have the opportunity to take part in a residential visit [2]. This activity is in school time and linked to the National Curriculum, so no charge is made for the education aspects. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities. It may be possible, if funds allow, for part or all of this charge to be made from school funds for pupils entitled to Pupil Premium support. The Headteacher will also give consideration to making such a remission for other families experiencing hardship, on a case-by-case basis. Information about this will be included in the initial information about a residential visit sent out to parents.

### **2.2. Activities Outside School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours such as: Football Club, Multisport Club, Street Dance, etc. will be charged and parents are given information about these at the start of each academic year. It may be possible, if funds allow, for part or all of this charge to be made from school funds for pupils entitled to Pupil Premium support. The Headteacher will also give consideration to making such a remission for other families experiencing hardship, on a case-by-case basis.

### **2.3. Individual Instrumental Tuition**

All children study music as part of the normal school curriculum. The Governing Body does not charge for this. However, there is a charge for individual music tuition when it is not part of the National Curriculum. In KS2 the Peripatetic Music teachers we employ teach individual lessons and a charge is made for these lessons. It may be possible, if funds allow, for part or all of this charge to be made from school funds for pupils entitled to Pupil

Premium support. The Headteacher will also give consideration to making such a remission for other families experiencing hardship, on a case-by-case basis. Parents are given information about additional music tuition at the start of each academic year.

#### **2.4. Breakage, Loss or Damage.**

The Governing Body will seek to recover the full cost of school property if breakage, damage or loss is deemed to be deliberate. In the case of accidental breakage, loss or damage to school property, the Governing Body may seek to recover less than the full cost of replacement.

#### **2.5. Swimming**

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. The Governing Body makes no charge for this activity. Parents are informed when these lessons are to take place, and are asked for their written permission for their child to take part.

See the school's PE Policy [3].

#### **2.6. Sports Activities**

The school offers a range of sports activities in addition to the National Curriculum provision for Physical Education [3]. Qualified coaches, who are not members of the school staff, may run and organise these sessions. Where these activities take place outside of the normal school day, the Governing Body will make a charge for these activities. This contribution will include a contribution towards the cost of travel when these activities take place off site, after school hours or at weekends.

#### **2.7. Voluntary Contributions**

The Governing Body reserves the right to charge for ingredients and materials for the following subjects: Design and Technology, Science, and Art/Craft, History, or require them to be provided.

#### **2.8. Freedom of Information requests**

If information is requested from the school under the Freedom of Information Act, the Governing Body reserves the right to charge administrative costs in line with FOI guidelines.

#### **2.9. Breakfast Club and Tuck Shop**

The school provides a Breakfast Club [4] each school day morning for which parents make a contribution towards the breakfast food provided by the staff and staffing costs.

The Tuck Shop for KS2 children is run during the morning break at school and a small charge is made to cover the cost of providing the fruit/vegetables that children can buy.

#### **2.10. Nursery**

The school has a term time Nursery for funded children aged 3 and over. The school charges an hourly rate for any extra hours in addition to funded hours. There is also a charge for a child to stay over lunchtime.

### **3. Remissions**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of non-payment of a voluntary contribution.

Where pupils are in receipt of Pupil Premium the Governing Body will offer to remit in full the cost of board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum when additional funds are available to do so.

In certain circumstances, the Governing Body may wish to remit in full or in part the cost of other activities for pupils who are in receipt of Pupil Premium. When arranging a chargeable activity parents of these pupils will be invited, in confidence, to apply for the remission of charges in full or in part. The Headteacher, in consultation with the Chair of Governors, will authorise such remission.

#### **4. References**

In addition, please see ALTS Pupil Premium Guide [5] and Pupil Premium Strategy Report [6].

- [1] gov.uk, "Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities," May 2018. [Online]. Available: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf). [Accessed 30 November 2023].
- [2] Alfred Lord Tennyson School, "Educational Visits Policy".
- [3] Alfred Lord Tennyson School, "PE Policy".
- [4] Alfred Lord Tennyson School, "Breakfast Club Policy".
- [5] Alfred Lord Tennyson School, "Pupil Premium Guide," [Online]. Available: <https://alts.northants.sch.uk/files/35/Pupil-Premium/64/Pupil-Premium-Guide.pdf>. [Accessed 30 November 2023].
- [6] Alfred Lord Tennyson School, "Pupil Premium Strategy Statement 2022-23," September 2021. [Online]. Available: <https://alts.northants.sch.uk/files/35/Pupil-Premium/62/Alfred-Street-PP-Strategy-22--23-Dec-22.pdf>. [Accessed 30 November 2023].
- [7] Alfred Lord Tennyson School, "Child Protection and Safeguarding Policy".
- [8] Alfred Lord Tennyson School, "Online Safety Policy".
- [9] Alfred Lord Tennyson School, "ICT Acceptable Use Policy".

## **5. Safeguarding**

Safeguarding our children is our priority – see Child Protection and Safeguarding Policy [7].

Online safety lessons are conducted regularly within the school to help to ensure that children stay safe online – see Online Safety Policy [8] and ICT Acceptable Use Policy [9].

All concerns must be reported to our Designated Safeguarding Leads:

Mrs K O'Connor, Mrs S Smith, Mrs J Appleby and Mrs L Bunker.