

## Charging and Remissions Policy

The legislative requirements for charging can be found in ss. 449-462 of the Education Act 1996



Advice on the statutory arrangements can be found in Education Reform Act 1988: Charges for School Activities, DfE Circular 2/89

**Charging arrangements are quite difficult to understand but the school works within the law and does not charge other pupils more if some pupils do not pay the 'voluntary contribution'. In all cases, it is made clear that if there are not enough 'voluntary contributions' to meet the cost of the trip/event the trip may have to be cancelled.**

**Below is an indication of how charging and trips work which will be useful for the internal organisation of the school as well as to parents/carers reading the information.**

### **CHARGING POLICY**

**Including – Residential Trips information and Charging Policy information**

**This policy takes into account our Child Protection and Safeguarding Policy**

The Headteacher and Governors of Greenwood Primary School consider that educational visits support and enhance the provision of the curriculum and enrich all children's educational experiences.

#### **An Educational Visit will be defined as:**

1. children taken off-site, accompanied by the minimum recommended number of approved adults, to a venue that will meet the criterion or set of criteria set out above.
2. visiting performers, professionals and instructors, to the school, who will meet the criteria set out above.
3. a residential visit (for which there is a separate section).

The Headteacher and Governing Body are committed to ensuring that each visit is safe, represents value for money and that all associated costs are directly related to the amount the trip costs.

#### **Charges**

No charges will exceed the actual cost of the provision (no one parent/carer should be subsidising the costs for another parent/carer).

Where there is a charge for any part of or all of the visit then a 'voluntary contribution' will be requested from the parents/carers of each child. This is in line with the present charging legislation. If enough of a contribution is not made, the trip may have to be cancelled. The voluntary contribution will be calculated for each visit and could include any of the following:

- the charges of any commercial provider
- any transport component
- entry charges to facilities including those for adults who are and/or accompanying the children
- any equipment hire
- refreshments
- staffing and instruction
- spending money
- pre-visit costs
- supply cover costs

All letters to parents/carers asking for a 'voluntary contribution' will include the following words:-  
**'Payment for all educational visits is voluntary; but the governors' educational visits policy states that should parents or carers not contribute, the trip may have to be cancelled.'**

Greenwood reduces the cost of a school trip by 50% to those parents who are entitled to government benefits; these include family tax credits, Free School Meals, housing etc.

All Educational Trips must first be approved by the appropriate Deputy Head and authorised by the Headteacher.

**The following procedures should be followed by staff planning and arranging education visits:**

The school diary should be consulted when making a provisional booking, avoiding days when there is swimming, school photographs, medicals, PPA etc. (An initial discussion should have taken place with the appropriate Deputy Head.

Transport consideration – it is free to use public transport if reasonable and safe to do so. All coaches must have seat belts. Office staff will book coaches and send a confirmation email/letter.

Ensure that there will be enough adults to accompany the children (ie members of staff). Do not assume that staff are available for the trip. The ratios shown below are a guide as these will depend on factors detailed in the **RISK ASSESSMENTS**, which are authorised by the Headteacher

Nursery	1 - 5
Reception/KS1/KS2	1 – 8
Year 1 – 6	1 – 10

Full details of costs (including entry fees and transport for adults and children) should be given to the office staff who will calculate the cost per pupil. Staff and volunteer adults do not pay. Organising staff will then produce a letter for parents/carers and a copy be given to the office for filing. (The letter needs to be seen by the Headteacher before distribution.)

**A RISK ASSESSMENT MUST BE CARRIED OUT AND THE APPROPRIATE FORMS COMPLETED TO ENSURE THE SAFEGUARDING OF ALL THOSE TAKING PART IN THE TRIP.** Forms are available from the school office.

It is the responsibility of a member of the school office staff to collect and record which children have paid. Money must be sent to the office and **NOT** kept in the classroom.

Registers must be completed and returned to the school office before leaving the school premises (on the day of the visit).

A copy of the arrangements for the day must be given to the school office (including the mobile telephone numbers of all members of staff going on the trip).

On the day of the trip, if there are any changes made (as to what was set down, initially) members of the office staff should know and they will ensure the changes are marked on to the original documentation.

## **Residential Visits**

**Greenwood Primary School considers that a residential trip, at least one in a child's primary career, is of sound educational value.**

The choice of venue is carefully selected on the following set of criteria:

- safety record of the venue
- staff qualifications at the venue
- distance from school should be a manageable/reasonable one
- quality of accommodation
- outdoor facilities should be challenging and varied
- value for money

## **Resources**

The school trip should be adequately resourced with staff and equipment.

## **Charges**

The total cost per child will be calculated using the same set of criteria as stated above re: voluntary contributions.

However, sometimes children are not able to attend a trip for a whole set of reasons eg a broken arm, and these circumstances are dealt with on an individual basis by the Headteacher.

## **Governors**

The Governors approve residential visits at the beginning of each academic year. Responsibility for the calculation of the cost per pupil has been delegated by the Governors to the Headteacher.

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