# Livingstone Primary and Nursery School
# Charging and Remissions Policy

| Charging and Remissions Policy | |
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# Livingstone Primary and Nursery School
# Charging and Remissions Policy

## Introduction

At Livingstone Primary and Nursery School (Livingstone) we believe that pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' / carers' financial means.

All education provided during school hours is free and although we do not charge for an activity undertaken as part of the National Curriculum there may be some situations where parents / carers might be invited to make a voluntary contribution.

## Aims

The aim of this policy is to set out the circumstances under which Livingstone will act as follows:

- Levy a charge to parents / carers
- Grant a remission of normal charges
- Ask for voluntary contributions

## Roles and Responsibilities

The Governors are responsible for determining the contents of this policy. The Headteacher and staff are responsible for applying this policy.

## School Trips or Visits

When organising school trips or visits which enrich the curriculum and educational experience of the pupils, Livingstone invites parents / carers to make a voluntary contribution to the cost of the trip or visit and possibly a voluntary contribution towards transportation. The contribution requested will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

All contributions to such trips or visits are voluntary but if the contributions received are insufficient to cover the cost of the trip or visit, Livingstone reserves the right to cancel the trip or visit and to refund monies paid. Parents / carers should be aware that in some circumstances it may not be possible to refund all monies paid e.g. where a deposit has been paid to the company concerned and under the terms of the booking it was a non-refundable deposit.

Pupils whose parents / carers are unable or unwilling to make a voluntary contribution will be included in the activity and will not be treated differently from any other pupil.

Parents have the choice of paying directly to the office in cash or by cheque and/or online through School Money.

Activities organised by the school where voluntary contributions may be requested from parents / carers could include:

- Visits to museums
- Sporting activities that incur transport expenses
- Outdoor adventure activities
- Theatre visits

Livingstone will endeavour to arrange trips or visits which represent good value for money and we are especially aware that the main area of cost in any trip is likely to be the cost of transport to and from the venue.

## Residential or Overseas Trips

If Livingstone organises a residential or overseas trip in school time or mainly school time and that trip is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of the board and lodging. Such charges will not exceed the actual cost. In addition, we may also invite parents / carers to contribute on a voluntary basis to the costs of transportation.

If parents / carers are experiencing financial difficulties and think they may be unable to pay the charge relating to the costs of board and lodging they are invited to write in confidence to the Headteacher via the school office so their request for financial assistance can be considered.

If a parent / carer does not want their child to attend such a trip, Livingstone will ensure that provision is made for the pupil to be educated at school.

Parents / carers will be exempt from paying the charge relating to the costs of the board and lodging providing they are able to provide proof that they are in receipt of the following benefits[1]:

- Universal Credit as prescribed by the UK Government
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the limit as prescribed by the UK Government
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

[1] The benefits list has been advised by the DfE and could be subject to amendment.

If the residential or overseas trip is not devised to meet the needs of the National Curriculum and the trip is outside of school hours[2] then we will ask parents / carers to pay for their child's place in full. There is no obligation for children to attend this type of trip and parents / carers are always offered a payment plan over time to meet the cost.

## Music Tuition

Private music tuition in piano, clarinet and guitar is offered on a termly basis and it is for parents / carers to decide whether they wish their child to participate. As this tuition is provided by an external music provider, Barnet Education Arts Trust, there are charges made by them for the cost of lessons and the hire of instruments. All such costs are determined by Barnet Education Arts Trust and payment must be made in advance of the lessons.

Parents / carers will confirm the private music tuition required and Livingstone will notify Barnet Education Arts Trust. Livingstone will then arrange to invoice the parents / carers accordingly, collect the monies and make payment to Barnet Education Arts Trust. Parents / carers should note that once they have agreed to the private music tuition any monies paid may not be refunded if their child is absent or does not continue with the booked tuition, although, lessons missed due to tutor absence will be made up at a later date.

Barnet Education Arts Trust is likely to require at least half a term's notice for lessons to be discontinued.

## Activities Outside School Hours

No charge is made for activities that are outside of school hours and are part of the National Curriculum. However, we may ask for a contribution towards materials.

For all other activities outside of school hours, a charge up to the cost of the activity will be levied.

If the activity is arranged by an outside provider it is also likely that a charge will be levied and in those cases the arrangements for the activity and charges will be between the parents / carers and the outside provider.

[2] Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside of school hours.

## Extended Day Services: Breakfast / After School Club (Cabin Club)

The school operates a Breakfast Club before the start of school for the benefit of the pupils and parents / carers. The aim is to provide a nutritional breakfast to promote healthy eating and good attendance thereby improving pupils' learning and progress.

The school also operates an after school club (the Cabin Club) to provide activities and play opportunities to develop children's emotional, physical, social and intellectual capabilities.

There is a charge for both clubs[3] and parents / carers need to book and pay in advance so that their child(ren) can attend either club. In the event of a pupil being absent for any session it will not be possible to provide refunds of monies paid. Additionally, in cases of non-payments or arrears of these charges the Headteacher has the discretion to refuse pupil admission to either club and the parent / carer will be advised.

On an annual basis the Headteacher will review the charges for both clubs.

## Damage to / Loss of property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to pupils, the Headteacher may decide to make a charge and will invoice the parents / carers accordingly. Each incident will be dealt with on its own merit and at the Headteacher's discretion.

## External Use / Hire of School Premises

The school will make its facilities available to outside users. The terms and conditions, together with the scale of charges form part of a separate Hirers' Policy.

## Other Charges

The Headteacher may determine that there is a need to levy charges for miscellaneous services e.g. photocopying. If so, these charges will be up to the cost of providing such services.

## Monitoring and Evaluation

The day to day monitoring of this policy is the responsibility of the Headteacher and the Senior Management Team.

The Headteacher will report to Governors annually on the number of trips, the area of the curriculum concerned (if applicable), the cost and the impact to the school budget.

[3] Details of current charges are available from the school office.