



*Elmley Dray
School*

Charging and Remissions Policy

Policy on charging for and remissions for school activities

All our students should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise and where possible remove the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

The policy identifies activities for which

- charges will not be made;
- charges will be made;
- charges may be waived

Voluntary Contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that students of parents who do not make such contributions will be treated no differently from those who have.

The Law says: If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset. No child will be excluded from an activity because parents are unable to pay.

No charges will be made for

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Entry into examinations;
- Education provided on any trip that takes place during school hours;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transport provided in connection with an educational trip within the school day or which is linked to the curriculum or future assessment requirement.

Charges may be requested for

- Education provided outside school hours unless it is part of the National Curriculum, or part of the specification for assessment that a student is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Tuition for pupils learning to play musical instruments (or singing) unless it is required as part of the National Curriculum;
- Entry for a examinations if requested by parents and the school has already paid for the initial examination process (re-sits if not supported by the school);
- Education provided on any trip that takes place outside school hours
 1. unless it is part of the National Curriculum, or
 2. part of a syllabus for an assessment that the student is being prepared for;
 3. part of the school's basic curriculum

Further activities which charges may be requested for

a) Activities outside school hours

Non-residential activities which take place outside school hours and are not directly related to preparation for external or internal assessment.

b) Residential activities

Board and lodging costs (but only those costs) of residential trips taking place within the school week will be a requested payment. Again if this places undue financial difficulties on families, we would ask that parents speak with us at their earliest

convenience. An inability to pay will not result in a child who wants to take part in the activity to have full access.

c) Music tuition

Music tuition for individuals or groups of up to four students

d) Cookery, Art and Design sessions

There will be costs associated with these programmes of study for personalised learning programmes. Such as material for textiles, and a contribution to cookery lessons. Again any difficulties with such costs need to be discussed with the Head of School at your earliest opportunity.

Breakfast club

The school will provide toast, tea, squash or milk for breakfast. If your child likes a certain cereal or fruit for breakfast you can send that through to the school for the week. If you would like to make donations to the breakfast club, then we will be able to use this money to enhance the provision. Otherwise the Breakfast Club at the beginning of the day has no cost to the parents and carers.

Remissions

In order to remove financial barriers from disadvantaged pupils, Elmley Dray School Directors have the right to agree that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

Families can ask for funding support, without judgement

We are very much aware that parents in receipt of benefits, or are struggling with the cost of living crisis may not always be able to prioritise activities above and beyond the educational provision provided by the school. However the enrichment experiences will always be available to all and therefore equality and inclusion will be regarded of higher significance than supporting the costs of such activities. Elmley Dray is a Community Interest Company and therefore non profit, so funds may be available for everyone to participate.

We also recognise that parents may be able to make voluntary contributions at times to support the school, but at other times this is not possible. At Elmley Dray School every child will have the opportunity to be part of every enrichment experience regardless of parents ability to pay. In fact, if the school cannot meet the costs of the

enrichment project, then the project may not go ahead as we consider that this would be the fair way to approach this financial challenge.

We will not ask parents to show proof of an inability to pay as we wish to have a trusting and supportive relationship with our parents. We hope that parents will respect our dedication to not ask for monies for enrichment experiences which could result in a lack of equality for all.

Additional considerations

Elmley Dray School Directors recognise its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be at the cost of the school and parents will only be asked for a voluntary contribution
- There will not be a first pay, first served opportunity with any trips or residential within Elmley Dray School.



Hayley Furnell, Director,
on behalf of Elmley Dray School
Dated: June 2024
Next review: June 2025