

Risby CEVC Primary School

Charging & Remissions Policy

Prepared by:	Resources Committee
Approved by:	Suzy Stennett Chair of Governors
Signature of Chair of Governors:	
Date Approved:	February 2025
Review Date:	February 2026

A. General

1. The Local Authority and the Governing Body of Risby CEVC Primary School recognises the valuable contribution, which a wide range of activities, including educational visits and residential experiences, can make towards pupils' personal and social education. Such activities should be seen as an integral part of a broad and balanced curriculum for all pupils.
2. The Local Authority and the Governing Body of Risby CEVC Primary School aims to encourage and promote such activities within a general policy framework, which offers maximum flexibility to the Governing Body, the Headteacher and the staff, to provide opportunities appropriate to the needs of their pupils and to local circumstances.

B. Charges

3. Risby CEVC Primary School reserves the right to make a charge for the following activities:
 - (i) Those organised for pupils outside of school hours or otherwise deemed to be an optional extra as defined in the Education Reform Act;
 - (ii) Those involving a board and lodging element and deemed to be within school hours;
 - (iii) Any costs associated with individual instrumental tuition, which takes place within school hours or after school, unless it forms part of the syllabus of a prescribed public examination or the National Curriculum;
 - (iv) Those involving the purchase or hire of instruments, materials, equipment and clothing (or the provision of them by pupils or parents) in cases where it has discretion so to do. It remains the parent's responsibility to supply school uniform including P.E. kit.
4. Where a pupil has not been prepared for a public examination by a school, Risby CEVC Primary School may make a charge for the cost of entering the pupil for the examination if previously agreed by the parents.
5. If a pupil fails without good reason to complete the examination requirements for any public examination for which Risby CEVC Primary School has paid (or is liable to pay) an entry fee then the school may recover the fee from the parent.
6. Where the Governing Body of a school makes a charge in respect of an activity provided by the school for which provision is included in the school's budget share, the Authority will take account in its resource allocation formula of the relevant proportion of the income accruing to the school for that activity.
7. The cost of materials, unless provided by parents, if parents have indicated in advance that they wish to own any finished product produced in school e.g. Design Technology Products.
8. The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.
9. Nothing in this policy statement precludes the Authority from inviting parents to make voluntary contributions towards the cost of providing education for pupils.

C. Voluntary Contributions

To assist in the administration and accounting process a letter (Appendix A) is sent out to parents at the beginning of each new Academic Year requesting an annual donation to the Risby School Fund. The Risby School Fund is used to fund an annual voluntary donation to the upkeep of the Village Hall car park, which is used by parents at the start and end of every school day, and, excluding some educational visits, for 'extras' arranged during the school year. 'Extras' include:

- Visits by theatre groups, musicians, storytellers;

- Resources for activity afternoons;
- Resources for school productions;
- Village Hall Hire – usually for sports activities which cannot take place outside due to inclement weather;
- Christmas Production.

This is not an exhaustive list but details the main activities.

Village Hall Car Park

Risby CEVC Primary School makes a voluntary annual donation to the Risby Village Hall Charity Trust towards the upkeep of the village hall car park. In return, Risby Village Hall Charity Trust allows staff and parents to use the car park. This is a vital facility as there is no other off-road parking near the school. Parents are aware of this agreement.

Items where an additional voluntary contribution will be made include:

Educational Visits: A request for a voluntary contribution towards the cost of transport, admission charges and, if applicable, board and lodging elements of residential activities will be made to all parents where the visit is deemed to take place within school hours. The cost is calculated by adding together the actual transport charge and actual admission charge and dividing the total cost by the number of children due to take part in the visit e.g. transport £200 + admission £100 = £300 divided by 28 children = £10.70 per child. The figure is always rounded down and the school does not make any profit. The cost to parents may be offset by a contribution from the Risby School Fund.

D. Remissions

Parents should be aware that if a child is unable to take part in an Educational Visit due to illness on the day of the scheduled trip, or cannot attend a session of an after school club due to family commitment, it is not the school's policy to refund monies paid. The Risby School Fund cannot be used to refund monies paid by parents.

The Governing Body of Risby CEVC Primary School may from time to time decide to remit all or part of the cost of activities, including the cost of board and lodgings for any residential activity, if family hardship makes it difficult for pupils to take part in particular activities for which a charge is made and/or the parents of a pupil are in receipt of:

- Income Support;
- Income-based Job Seekers Allowance;
- *As long as parents do not receive a working Tax Credit and do not have an annual income that exceeds £17,005, Child Tax Credit (TC 602);*
- Supported under Part VI of the Immigration and Asylum Act 1999.

This will be assessed on an individual pupil basis and will be at the Governors' discretion.

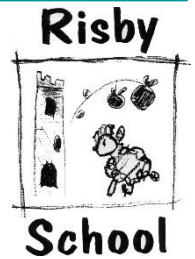
When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher or Deputy Headteacher on behalf of the Governors. All parents, however, will have the right to appeal to the Governing Body, normally represented by the Chairman or Vice-Chairman of Governors.

The Local Education Authority adopts these criteria for remission in respect of other provision.

Where the Governing Body of a school adopts a remissions policy which is less generous than that of the LEA in respect of an activity provided by the school for which provision is included in the school's budget share, the LEA will take account in its resource allocation formula of the relevant proportion of the income accruing to the school for that activity.

Risby CEVC Primary School

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Website: www.risbyprimary.com
Headteacher: Mrs Soo Miller



Dear Parents & Carers

And with a warm welcome to everyone at the start of the new school year, we are contacting all of our parents and carers, as it is that time of year again: Data and Donations☺.

Data

1. The attached datasheet contains all of the information we currently hold on our database (SIMS) for your child. Please can we ask that you check the datasheet carefully and either:
 - Write any amendments directly onto the sheet, sign and date it where it asks for **Signature** and **Date** and return it **or**
 - If you are happy that all of the information is correct, simply sign and date it where it asks for **Signature** and **Date** and return it
2. A photo permissions form is also attached and we would ask that you check this carefully and complete: circling either yes or no to give permission for each scenario in which we might use a photo of your child.

Donations

In addition to checking and returning the datasheet and photo permissions form, we would also ask if you might consider making a small contribution to the **Risby School Fund**. Whilst we would not want to add any additional pressure to already stretched budgets, the pressure on our school budget has also increased and asking for a small donation to the **Risby School Fund** allows us to set aside money that we can use for all the extras we arrange to enrich the curriculum and broaden the children's experiences. Our ability to provide access to such **a broad, rich curriculum for all children** would not be possible without the **Risby School Fund** and we would of course be extremely grateful if any of our parents and carers felt able to contribute this year.

The amount of the donation is left to your discretion, but parents often choose to donate about £20 and donations can be made by cash, by cheque or via ParentMail (please go to **ParentMail/ Payments/ Shop/ Risby School Fund: Donation**). If you are able to make a contribution, the PTA can claim Gift Aid, so please can we ask that you also complete and return the attached Gift Aid form if applicable.

Kindest regards and **thank you**.

Mrs Soo Miller

Name of child/ren: _____ Class: _____

I enclose a cash sum of: _____ as a donation to the **Risby School Fund**.

I enclose a cheque (*made payable to Risby School PTA*) for: _____ as a donation to the **Risby School Fund**.

I have made a payment via ParentMail (**ParentMail/ Payments/ Shop/ Risby School Fund: Donation**) for: _____ as a donation to the **Risby School Fund**.

Signature: _____ Date: _____

Appendix A

Charity Gift Aid Declaration – Single Donation

Boost your donation by 25p of Gift Aid for every £1 you donate.

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

In order to Gift Aid your donation you must tick the box below:

- I want to Gift Aid my donation of £_____ to **Risby School PTA**.
- I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

My Details

Title _____ First name or initial(s) _____

Surname _____

Full Home address _____

Postcode _____ Date _____

Please notify the charity if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.