



Charging and Remissions

Introduction

The staff and governors at Livingstone Primary School believe that all our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means. This Charging and Remissions Policy sets out how we will do our best to ensure that a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

School visits and activities during in school time - voluntary contributions

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the trip. All contributions are voluntary. Any children of parents who do not wish to contribute will not be treated any differently. Where there are insufficient contributions to make the activity viable, the activity will be cancelled. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a contribution, we do allow the child to participate fully in the trip or activity.

Sometimes the school or the Friends of Livingstone Association will subsidise the cost of the visit to bring the amount of the voluntary contribution down for all children. Children who qualify for Pupil Premium funding will have the whole or part cost of trips funded from the Pupil Premium Grant or the Sports Premium Grant.

All parents have the right to know how each individual trip is funded. The school provides this information on request. Parents/Carers will be given reasonable advanced notice of proposed visits/ activities and school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.

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

- visits to museums and galleries;
- sporting activities – sometimes involving transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events
- Visiting presenters or entertainers

Residential visits - Charges

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education itself. However, we do make a charge to cover the costs of board and lodging and transport to the site. We may invite voluntary contributions to meet other costs associated with the visit.

At Livingstone, Y6 and sometimes Y5 are offered the opportunity to attend a three-day residential at Robinwood. For Pupil Premium children, the Pupil Premium Grant or the Sports Premium Grant is used to cover the cost of this visit in either Y5 or Y6 (once in their time at Livingstone) so that all pupils have the opportunity to attend during their time at Livingstone. We also use some Sports Premium funding to subsidise the cost for all children to bring the cost down whilst funding allows.

No charges will be made for

Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

Education provided outside of school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education.

Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.

Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.

Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

Chargeable activities

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services:

Educational or other activities provided wholly or mainly outside school hours which are not part of the National Curriculum, part of a syllabus for prescribed public examination, which the child is being prepared for at school, or part of religious education.

Transport, insurance, board and lodging on residential visits.

Provision of instrumental and vocal tuition which takes place in the school day which has been requested by parents / guardians.

Provision of materials / ingredients for subjects such as Art and Design or Food Technology where pupils take home a finished product.

School Dinners

If parents choose for children in Nursery, Year 3, Year 4, Year 5 or Year 6 to have a school dinner, this is charged for by school. Parents are expected to pay on School Spider for these dinners. Parents of children who are in Reception, Year 1 and Year 2 are exempt from charges due to these children qualifying for Universal Free School Meals. Parents are encouraged to fill in a form to see whether they are eligible for benefits related Free School Meals. If children are eligible for Free School Meals due to benefits, there is no charge for school meals for the rest of their time in primary school.

Nursery Snacks

We ask for a voluntary contribution of £5 per half term to cover the cost of Nursery Snacks. This allows us to introduce children to a wider variety of food stuffs.

Nursery top up sessions

Parents who are only eligible for 15 hours of Nursery funding may choose to top this up with some additional afternoon sessions. If they do make this decision, then sessions are charged for. Where children are eligible for EYPP, this funding will be offset against the cost of the extra afternoon sessions.

Milk

Once children are over the age of 5 years old, if parents / guardians wish them to have a drink of milk at snack time they will need to pay for it through Cool Milk. School provides milk for those children who are eligible for Free School Meals.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

We currently provide small group brass instrument tuition to Year 6. This is arranged through the Mossley and Carrbrook Schools' Partnership and is provided at no cost to the children themselves. Individual piano tuition is provided by a visiting teacher in addition to the National Curriculum. We give parents information about availability of this facility and a charge is made for these lessons by the private tutor. In some cases, we use the Pupil Premium grant to cover this cost. Parents are also able to arrange for music lessons through Tameside Music Service. Parents must pay for these lessons directly with Tameside Music Service.

Swimming

The school organises swimming lessons for some children in Key Stage 2, usually in Year 4 and 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity or for associated transport costs. We inform parents when these lessons are to take place.

Uniform

The school stocks the uniform sweatshirt and cardigan itself and these must be ordered and paid for by the parent / guardian. To bring the cost down, school also stocks good quality second hand uniform which can be ordered for free.

Out of School clubs and activities

The school offers a range of out-of-school clubs and currently, no charges are made for these clubs.

Childcare

Parents/Carers will be responsible for meeting full costs for childcare provided by school or by another company who works alongside school, including any transport costs for supervised transfer. Parents/Carers may be eligible for financial support towards childcare costs e.g. through Working Tax Credits. The school will aim to promote financially self-sustainable childcare with full regard to existing provision within the locality.

Transport to Extra-Curricular Activities

Parents/Carers may be charged to cover the transport expenses associated with extra-curricular activities. Charges for transport will be strictly based on covering actual costs (as defined in legislation) with no profit element.

Loss of/ Damage to School Property

Parents/Carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil's behaviour.

Remission

Where children are in receipt of Free School Meals due to parents being in receipt of certain benefits, school will use the Pupil Premium Grant to ensure that children do not have to pay for any educational visits. This applies for the rest of their primary school career.

School also uses the Pupil Premium grant to cover the cost of the residential visit offered in Y6 (and sometimes Y5) to pay for these children to attend free of charge. The cost for all other children is also subsidised by the Sports Premium Grant.

Children who qualify for Free School Meals due to benefits also have free milk at snack time.

Children who qualify for EYPP have a certain number of free afternoon Nursery sessions per term.

School takes actions to bring costs down for parents such as providing second hand uniform free of charge.

Additional Considerations

The governing body recognises 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:

- We shall notify parents in plenty of time of school visits and the voluntary contribution.
- For more costly trips, we have established a payment in instalment system.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid this method of selection.
- Other parents do not subsidise children who make no contribution.
- No child shall be stopped from going on a school trip or event, for which a charge is made, because his/her parent is unable to meet the cost.

Equality of opportunity

Livingstone Primary School is an inclusive school where all children are welcome, including those with protected characteristics as defined by section 4 of the Equality Act 2010. All our trips and activities are planned sensitively to ensure that all children can access and none face discrimination.

Approved by Governing Body

21 October 2024

A handwritten signature in black ink, appearing to read 'Stulde', written in a cursive style.

Chair of Governors