Charging & Remissions Policy

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Sir John Heron Primary School

CHARGING AND REMISSIONS POLICY

Introduction

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

The purpose of this document is to help the Headteacher and Governing Body set out their policy on charging and remission for school activities and school visits.

Schools must ensure that they inform parents on low incomes and in receipt of the benefits listed later in this policy of the support available to them when being asked for contributions towards the cost of school visits.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges. If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- Transport provided in connection with an educational trip.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

- Activities outside school hours including clubs (including a charge for resources used). These sessions are run daily during term time. The breakfast club is run by the school and its staff. There is a nominal charge for the children attending the breakfast club. The school again makes no profit. For regular activities, the charges for each activity will be determined by the school and reviewed in September each year. Parents will be informed of the charges for the coming year in September each year
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits
- Individual/Group Instrumental Tuition outside of that provided through the Local Authority schemes. In such cases the charge will not exceed the cost of provision. Children in Care who wish to have instrumental tuition are entitled to free tuition.
- Breakages

Current fees (VAT Exempt except for Adult Meals)

Club	Amount Charged	Frequency or when applicable	When Charged
Breakfast Club	**£1.00**	**Daily**	**Daily**
Wraparound Club	**£8 This is further reduced for staff or Vulnerable children at Headteachers Discretion**	**Discounted to £7 if attending all week. This is further reduced for staff or Vulnerable children at Headteachers Discretion**	**Monthly in advance**
Staff Meals taken on site	**£4.99 (Incl VAT)**	**Daily**	**Daily**
30 Hour Nursery Pupil Meals	**£3.39**	**Daily**	**Termly in advance**

Residential Visits

A charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision. See remissions for further details.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Clothing

The uniform list provide the maximum flexibility to parents as to where they can purchase uniform items and regarding style in order for parents to obtain best value. The school also has a stock of outgrown items which parents may have free of charge. The school will supply essential protective clothing when necessary e.g. safety goggles.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Parents may also be invited to make a voluntary contribution for the following:

- educational visits which take place outside school hours
- any activity which takes place during school hours;

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and

b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Remissions

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Governing Body will remit the majority of the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours).This is made clear in all correspondence in relation to these activities.

In other circumstances the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full. The Headteacher in consultation with the Chair of Governors will make authorisation of remission.

Publication of Information

This policy can be found on the school's website and hard copies are available from Main Reception for parents to view.

Review and amendments

This policy will be reviewed annually by the Governing Body who may, from time to time recommend amendments to the categories for which a charge maybe made, this will be brought to the full Governing Body for ratification. However, the Governing Body reserve the right to review the Charging and Remissions Policy as necessary.