

Saxton C of E Primary School

Charging and Remissions Policy 2018

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The relevant statutory provisions are contained in Sections 449-462 of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy. Parents have a right to ask for this information and a summary must be included in the school prospectus.

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations as set out below.

Voluntary Contributions: There is no limit to the level of voluntary contribution that may be asked for or any restriction on the way in which it is used. Letters requesting a voluntary contribution for an activity will indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from another source, then it must be cancelled.

Permitted Charges: Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours. Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for 'optional extras'. These could include education outside of school time that is not part of the national curriculum or RE syllabus, or transport and board and lodgings on any residential educational visit.

Definition of the school day: The school day is defined as from 9am to 3.30pm. The mid-day break does not form part of the school day.

Charging Policy

Materials & Textbooks: Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge.

Music Tuition: The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum.

Residential Activities/Activities Outside School Hours: If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an “optional extra”. A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge. A day visit is in school hours if: 50% or more of the total time (including travelling) occurs in school hours. A residential visit is in school hours if: The number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel). A school session equates to a registration session (i.e. 2 per day).

Damage/Loss to Property: A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Lettings: The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee and approved by the Governing Body.

Other charges: The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Remissions Policy

Where the parents of a pupil are in receipt of the Free School Meal allowance or qualify for the Pupil Premium, the governing body may offer to remit part of the cost of a residential activity, which is deemed to take place wholly or mainly within school hours or where it forms part of the syllabus for the National Curriculum.

The governing body may wish to remit in part the cost of *other* activities for parents in the case of family hardship. The Headteacher will make authorisation for such remissions from the school fund.

Reviewed April 2018