



## CHARGING AND REMISSIONS POLICY

### INTRODUCTION

Full details on the law on charging for school activities in schools maintained by local authorities in England is set out in Sections 449-462 of the Education Act 1996. LAs and Governing Bodies have a duty to state a policy on charging. This document seeks to fulfil that requirement.

The Governors encourage educational visits during the school day and acknowledge the importance to the overall development of the children. They are required by law to state the circumstances in which they will make charges for such activities and to say when they will exempt particular individuals from those charges. As they have no funds available, they realise that such visits depend upon the voluntary contributions from parents. They also recognise that without these contributions, many of the additional activities offered would not be able to go ahead. Any parent who is in particular financial trouble is encouraged approach the Head Teacher who will deal with the matter in strict confidence.

### VOLUNTARY CONTRIBUTIONS

Activities taking place wholly or mainly during school hours are not subject to a compulsory charge. Examples of these types of activity would include transport or admission costs for swimming lessons or for visits to museums, fees for touring theatre companies etc. during school hours.

For such visits or activities, parents may be asked for a voluntary contribution towards the cost. Parents will be informed that

- There is no obligation to contribute.
- 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 Headteacher, on behalf of the Governors, shall have the right to cancel any trip should parents be reluctant to support it with voluntary contributions.

### RESIDENTIAL TRIPS

Parents will be charged for board and lodging costs for residential trips, except for those who are in receipt of free school meals. These parents will either have board and lodging costs remitted to them, or, if the number of remitted places is below the number eligible to claim, will be asked to pay a proportion of the cost if the trip takes place mainly during school hours. Parents in this situation are encouraged to speak confidentially to the Headteacher, and will also have to provide proof that they are in receipt of the allowance.

### INSTRUMENTAL MUSIC LESSONS

A charge will be made for instrumental music tuition for individual or groups of pupils. The costs will depend on the size of the groups and the costs incurred in providing a music teacher. This does not apply to extra curricular clubs organised and run by school staff e.g. recorder club, choir.

### OPTIONAL EXTRAS

These are activities that take place out of school hours. Examples would include extra curricular activities before school, at lunchtime (lunchtime is not an official part of the school day) or after school e.g. running club, tag rugby or evening visits to a sports match or theatre etc. or visits during the weekend or school holidays.

Participation in these optional extras will be on the basis of parental choice and will receive no financial support from the school.

Clubs provided by school staff do not usually incur a charge as they are run through the good will of staff. However, external providers eg Running Club and Tae Kwon Do do incur charges.

### **BREAKAGES**

Where school property is defaced, damaged or lost, the Governors reserve the right to charge parents for the cost of repairs or replacement. Such charges shall not exceed the costs incurred, and shall be at the discretion of the Headteacher under normal circumstances.

### **MATERIALS USED IN SCHOOL**

Charges will not normally be made for any books, materials, instruments or other equipment for use in connection with education provided during school hours. Parents may be asked to provide their children voluntarily with particular items (e.g. for hygiene/health reasons, recorders are best owned by the family, for other musical instruments, personal ownership makes it easier to practice between lessons). No child, however will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

In the case of craft or cookery, a charge may be made, or parents asked to provide some of the materials needed. Costs will be declared in advance and will not exceed the actual cost of materials.

### **SCHOOL HOURS**

For the purposes of this document, 'school hours' shall be defined as the time between 08.55 and 12.00 and 13.10 and 15.30\* Monday - Friday during term time.

\*(15.15 on Fridays)

### **POLICY MAP**

**Policy drawn up initially:** 2003

**Approved by Governors:**

**Reviewed** Every three years

**Next Review Due:** Nov 2015

**Point of Contact:** Mrs I Murphy (Headteacher)