



Blackshaw Lane Primary
& Nursery School

Charging & Remissions Policy

Introduction

This policy has been formulated in accordance with the Authority's guidance on Charging for School Activities.

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. The Head teacher and the Governing Body will consider any determinations with respect to individual parents jointly.

Publication of Information

This policy will be advertised on the school website and will be available in paper form at the school Office to any parent/carer who does not have access to the internet.

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 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 school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at 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 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 Governors of the school reserve the right to make a charge for activities:

- (a) Board and lodging on residential visits (not to exceed costs) and subject to remission arrangements.
- (b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ("optional extras") to meet the costs for
 - travel
 - materials and equipment
 - non teaching staff costs
 - entrance fees
 - insurance costs.
- (c) Individual tuition in the playing of a musical instrument.
- (d) Any other education, transport or examination fee unless charges are specifically prohibited.
- (e) Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- (f) Extra-curricular activities and school clubs.
- (g) The purchase of products made by the children in the course of their learning covering but not exceeding materials and equipment, e.g. cooking, CD's, DVD's.

The Governors recognise the principle that charges are necessary to support extra-curricular activities and takes the common sense approach that the involvement of teachers and support staff of the school through its systems and

structures is both desirable and beneficial to the purpose and aims of the school and will support these through its budgetary arrangements avoiding direct subsidy but using the apparatus and organisation of the school to ensure these activities are possible and sustainable.

Where an "optional extra" activity e.g. boxing club requires the statutory presence of a qualified teacher or a qualified member of staff then the Governors reserve the right to pass on this cost to parents through this charging policy.

Remissions

Charges for additional optional activities will apply to all children. The school will be unable to subsidise optional activities and no remissions will apply.

However, there will be no charge for board and lodgings for pupils whose parents/guardians are receiving Universal Credit, Income support, income based job seekers allowance, support under part VI of the Immigration & Asylum Act 1999 or Child Tax credit provided they do not also receive working Tax credit. (Note: eligibility criteria aligned to eligibility for Free School Meals). Where the costs of the board and lodgings element cannot be determined the Head teacher will decide, (normally 50%).

Voluntary Contributions

When organising school trips and 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. If we do not receive sufficient voluntary contributions, it may be necessary to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid a full contribution. We do not treat these children differently from any other. The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

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

- (a) school visits
- (b) activities in school not part of the National Curriculum or not wholly subsidised by other funds.

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.

Voluntary contributions will be used to cover items such as:

- travel
- materials
- entrance fees.

Residential Trips

If the school organises a school visit, which is to provide education directly related to the National Curriculum, we ask for a contribution to cover the costs of any workshops, board and food and travel expenses. If parents/carers are experiencing financial difficulty they are invited to speak in confidence to the Head teacher.

Review

This policy will be reviewed every two years by the governing body.

Signed: _____ Chair of Governors

Date: _____