



HIGHLEY COMMUNITY PRIMARY SCHOOL

Charging and Remission Policy

Definition

To recognise the valuable contribution that a wide range of additional activities, including clubs, visits and residential experiences can make towards pupils personal and social education.

The purpose of this policy is:

- To promote and provide activities both as part of a broad and balanced curriculum.
- To promote and provide additional optional activities.

Introduction:

In accordance with the Education Reform Act 1996, children may be charged for any activity that takes place during the school day. Parents might be invited to make a voluntary contribution towards the cost of any activity but there is no obligation to contribute. No child will be excluded from an activity because of their parent's inability or unwillingness to make a contribution. The school asks parents to accept that activities will either be substantially reduced or cease altogether if parents are not prepared to contribute voluntarily.

Education:

School governing bodies and local authorities cannot charge for:

- Admission application to any maintained school
- 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 examination
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Schools and local authorities can charge for:

- Any materials, books, instruments, or equipment, where the child's parents wish him to own them;
- Optional extras (see below); and
- Music and vocal tuition, in limited circumstances (see Music Tuition below).

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

- The cost of all activities MAINLY OUTSIDE SCHOOL HOURS which are optional extras, see 'Optional Extras' below.
- The cost of any board and lodging in any residential visit in school time or in any visit that takes place as part of the National Curriculum.
- The cost of ingredients and material (or require them to be provided) if the parents have indicated in advance that they wish to have the finished product.

OPTIONAL EXTRAS

Charges may be made for some activities that are known as 'optional extras'

- Education provided outside of school time that is not:
 - a) Part of the National Curriculum
 - b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) Part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education;
- Board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extras.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra; this includes a supply teacher engaged specifically to provide the optional extras.
- The cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- Parent agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made. The guidance includes other conditions that must be met; such prohibiting charges that include any element of subsidy for participating pupils whose parent are unwilling or unable to pay the full charge.

VOLUNTARY CONTRIBUTIONS

Activities that take part inside school hours or as part of the National Curriculum will be completely dependent on voluntary contribution and this will be stated to parents. Such contributions will determine whether an activity is viable.

The guidance clearly states schools entitlements under the legislation to ask for voluntary contributions 'for the benefit of the school or any school activities'. It also states that: 'If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwillingly or unable to pay, their child must be given an equal chance to go on the visit'.

RESIDENTIAL VISITS

Schools cannot charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit 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 visit.

Schools can charge for:

- Board and lodging, but the charge must not exceed the actual cost.

Please see Voluntary Contribution – If insufficient voluntary contributions are raised to fund a visit then it must be cancelled. Parents are informed that residential visits can only be sustained by voluntary contributions.

MUSIC TUITION

The law states that all education provided during school hours must be free, but music lessons are an exception.

The Education and Inspections Act 2006 allowed the DCFS to specify circumstances where charging can be made for music tuition. The new Regulations came into force in September 2007. (See DSS Summary DSS 07/08 3, September 2007).

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of the National Curriculum or a Public Examination Syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

TRANSPORT

Schools cannot charge for:

- Transporting registered pupils to or from the school premises, where the local authority has a statutory right 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 education visit.

Please see Voluntary Contributions section – if insufficient voluntary contributions are raised to fund a visit then it must be cancelled. Parents are informed that residential visits can only be sustained by voluntary contributions.

- The governors will request parents to pay for the cost of replacement or repair of equipment or of premises broken or damaged deliberately by pupils either during or out of school hours.
- The remission policy for charged activities will operate at the statutory minimum to cover the expected cost of the activity.

NOTE: The school's hours as referred to in this statement are 8.40am to 3.15pm on each school day where pupils are required to attend.

REMISSION POLICY FOR CHARGED ACTIVITIES

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 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.

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