

Carr Mill Primary School



WORKING TOGETHER
SHAPING OUR FUTURE

Charging and Remissions Policy

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1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

2. 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.

3. Responsibilities

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

4. 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 the 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;
- 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 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 school premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport provided in connection with an educational trip.

5. Publication of Information

A summary of this policy will be included in the school Prospectus which will specify what charges are/ are not to be made and for which activities voluntary contributions will be invited from parents.

6. Charges

- A) Board and lodgings on residential visits (not to exceed the costs)
- B) Non residential activities outside school hours (clubs). The proportionate costs for an individual child of activities wholly or mainly outside school hours('optional extras') to meet the costs for:
 - (i) Travel
 - (ii) Board and lodgings
 - (iii) Materials and equipment
 - (iv) Non teaching staff costs
 - (v) Entrance fees
 - (vi) Insurance costs
- C) Breakages and replacements as a result of damages caused wilfully or negligently by pupils will be levied at the Head Teacher's discretion.

7. Voluntary Contributions

Parents will be invited to make voluntary contributions for educational visits.

The terms of any request to parents will specify that the request for a voluntary contribution 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.
- c) if insufficient contributions are raised, the trip or activity may have to be cancelled.

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

Voluntary contributions may be used for:

- costs of admissions to museums etc;
- cost of travel for pupils;
- travel insurance; and
- costs of travel for accompanying adults.

8. Clubs

Children attending the 'Fun Club' during the morning session before school will be charged £1 per child. Children attending the 'Fun Club' during afternoon sessions held for 1 hour after school will be charged £2 per child. This contribution is payable when booking a place.

If an outside agency is brought into school it is at head teacher discretion to determine if payable by parents/carers when booking a place or paid via school budget/grant income.

9. Remissions

The Governing Body may wish to remit in full or part the cost of school activities which forms part of the syllabus or National Curriculum for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remissions will be made by the head teacher in consultation with the Governors.