



Whytemead Primary

Charges and Remissions Policy

Written: Dec 2015

Review: Dec 2018

Under the terms of the 1988 Education Reform Act all education taking place in school time is freely available to all children irrespective of their ability to pay (except for some music tuition).

ACTIVITIES IN SCHOOL TIME

School time activities take place within the school day which is defined at 9am-3.15pm. School gates open at 8.40am to allow a smooth start to the school day.

Activities which entail additional costs organised by the school that take place in school time may attract a charge; this includes activities that are provided by the school to enhance the National Curriculum (e.g. field trips).

Under the terms of the Education Reform Act, the funding of all activities organised by the school, to take place in school hours, are the responsibility of the school. However, the school may be unable to fund any such activities without parental contribution. If insufficient parents wish to send their child on an activity, and this would lead the school to be financially burdened to the detriment of other teaching opportunities, the activity may be cancelled at the discretion of the head teacher and/or governors. However, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Activities taking place in school time will be funded by -

- contributions from parents at an appropriate rate to reflect the true cost of the activity;
- funds that may be made available from the school as agreed with the governors;
- any other funds that may be made available to parents for the purpose e.g. support from local charities.

ACTIVITIES OUT OF SCHOOL TIME

Where an activity takes place out of school time, as an optional extra (e.g. private music tuition), the parents of each child participating will be charged, with their prior agreement, the full and actual cost of providing the activity, including all fees and, where appropriate, any overheads incurred as a result of the activity. Failure to pay the cost for any child will result in the activity being withdrawn from that child, except by special dispensation from the head teacher or governing body.

COSTS AND CHARGES

Charging for activities will be calculated to cover the following costs:-

- additional staff expenses (which may include volunteer staff) but not salaries/expenses normally met from the school budget;
- entrance fees and tuition or guide fees;
- transport, administration, equipment/materials and insurance costs;
- accommodation where appropriate.

REMISSIONS

Governors reserve the right to offer partial remission (reduction) of charges for activities within school hours for exceptional circumstances. These may include charges to pupils whose parents are in receipt of Income Support or Family Credit. Governors also reserve the right to offer discretionary remission (e.g. for parent helpers) where this is in accordance with the needs of the school as identified for any particular activity.

NOTIFICATIONS

Parents will be informed at the start of the academic year, or as early as is practicable of all trips and visits that may be offered to their children. A letter will be sent to parents - as far as is practicable - prior to any activity, giving information covering such items as dates, venue, likely activities, travel arrangements (if unusual), costs and statements on reasons for cancellation.

BREAKAGES, FINES & BEHAVIOUR

Parents will be charged the full costs of breakages, damage or loss of any school property or property belonging to any organization involved in any activity, directly or indirectly, if such damage can be shown to have been caused by their child. If a pupil fails to complete any public examination without good reason, the cost of the entrance fee will be recoverable from the pupil's parents.

PRACTICAL SUBJECTS & COURSE WORK

Parents may be charged the full cost of any materials used within and outside school hours provided they have expressed, in advance, a wish to own the finished product.

OPTIONAL ACTIVITIES OUTSIDE OF THE SCHOOL DAY

We may charge for optional extra activities provided outside of the school day e.g. sporting events. Such activities are not part of the National Curriculum. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

CALCULATING CHARGES

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising. Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

MUSIC TUITION

In cases of hardship the school will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils whom they consider will benefit from such tuition. NB: All references to parents include guardians, carers or any other recognised institution or body that may have responsibility for the pupil at the time of the activity.

CHARGING FOR SCHOOL TRIPS

Details of proposed trips will be sent to parents, as far as is practicable; giving information on the date, venue, general activities and arrangements, the total cost and the voluntary contribution needed from each parent if all children take part. A return slip will require that you inform the school

- if you wish your child to take part;
- of the amount of voluntary contribution you are offering;
- if you wish your child to undertake supervised and appropriate work in school whilst the other children are on the trip.

If by the cut-off date either i) there has been a general lack of response, or ii) insufficient funds have been raised because there are parents wishing their child to go but not willing to offer any voluntary contribution, then the trip will probably be cancelled.

Any money collected, less any non-returnable deposits, will be refunded. Failure to send back a return slip will be counted as a desire that your children remain in school under supervision whilst the trip takes place.

Parents who find difficulty with paying for school trips may approach the head teacher in confidence.