

BURTONWOOD COMMUNITY PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

This Charging Policy informs staff and parents about charging for school activities. It conforms to the requirements of the Education Act 1996 and updated Department for Education guidance in February 2011.

SCHOOL ACTIVITIES

At Burtonwood CP School we follow the basic principle that education should be free of charge if it takes place during school hours. No charge will be made for:

- Admission to school
- Education
- Resources required for national curriculum coverage
- Public examinations
- Musical tuition which is part of the national curriculum requirement

A charge can be made for some costs which are considered to be 'optional extras':

- Resources which the child's parent wishes them to own.
- Education provided outside of school time that is not part of the National Curriculum.
- Transport (not required to take a pupil to where education has been provided for).
- Costs toward board, lodgings and other costs for a pupil on a residential visit

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

- Resources, books, materials, instruments in connection with the optional extras.
- Non-teaching staff (music tutors).
- The cost or proportion of cost for teaching staff engaged specifically to provide the optional extras.

Parental agreement is an essential pre-requisite for the provision of optional extras where charges are to be made.

No charge can be made which includes any element of subsidy for pupils whose parents are unwilling or unable to pay the full charge.

Parents will be informed of the cost in advance and who might qualify for help with the cost.

Burtonwood CP School will always try to cover the cost of 'in-school hours' activities which may include drama, theatre groups, live musical or dance performances or sports coaching.

MUSICAL INSTRUMENT TEACHING

As all education provided during school hours must be free, music lessons which cover national curriculum are free of charge but charges will be made for teaching either individual or groups to play an instrument or sing where teaching is not part of the national curriculum.

Burtonwood CP School hosts specialist music teachers who are able to provide extra music lessons to individuals or small groups. This is an independent agreement between parent and tutor.

Parents will be expected to hire or buy their child's own instrument.

Parents will be informed of the cost in advance and who might qualify for help with the cost.

RESIDENTIALS

Burtonwood CP School will not 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; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Burtonwood CP School will charge for:

- Board, lodging and other costs related to the residential visit ensuring that the charge does not exceed the actual cost.

Parents will be informed of the cost in advance and who might qualify for help with the cost.

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- **Income Support**
- **income-based Jobseeker's Allowance**
- **income-related Employment and Support Allowance**
- **support under Part VI of the Immigration and Asylum Act 1999**
- **the Guarantee element of State Pension Credit**

- **Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190**
- **Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit**

TRANSPORT

Burtonwood CP School will not charge for:

- transporting registered pupils to or from the school premises, where the local education 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; and

VOLUNTARY CONTRIBUTIONS

Burtonwood CP School will sometimes ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher **must** also make it clear to parents that there is no obligation to make any contribution.

Parents will be informed of the cost in advance and who might qualify for help with the cost.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. 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 unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

SIGNED _____ **HEADTEACHER**

DATE _____

SIGNED _____ **CHAIR OF GOVERNORS**

DATE _____