

# Lea and Garsdon CE Primary School Charging and Remission Policy

*Healthy trees bearing good fruit - Matthew 7 v 17*



## ***Our Vision***

*To develop children who are healthy in body and mind, enjoy life and fulfil their potential so that they have a positive impact on the world.*

## ***Our Core Values***

1. *Kindness*
2. *Wellbeing*
3. *Gratitude*
4. *Individuality*
5. *Community*
6. *Inspiration*

**Policy adopted by the Governors on \_\_\_\_\_**

**Chair of Governor's Signature: \_\_\_\_\_**

**Headteacher's Signature: \_\_\_\_\_**

## **Lea and Garsdon CE Primary School Charging for Activities Policy Statement**

Regulations state that:

- The education in maintained schools should be free
- That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- That there is no statutory requirement to charge for any form of education but that LA's and schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
- That LA's and schools have the right to invite voluntary contributions for the benefit of the school or in support of any activities organised by the school, whether during or outside school hours. (Appendix 1 and 2)

### **Voluntary Contributions**

Headteachers or Governing Bodies may ask parents for a voluntary contribution toward the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

The contribution must genuinely be voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

### **Residential Trips**

Headteachers are able to charge parents for board and lodging costs for residential trips, except for parents who receive: -

- Income support
- Income based job seeker's allowance
- Child Tax Credit
- Support under part VI of the Immigration & Asylum Act 1999

These parents must have board and lodging costs remitted to them if the trip takes place mainly during school hours. Fees for residential trips (rather than the cost of board and lodging) may not be charged to such parents even if the trip is outside school hours, if it forms part of the syllabus for a prescribed public examination (e.g. GCSE) or is part of the National Curriculum or the syllabus for Religious education.

### **Instrumental Music Lessons**

A charge may be made for individual or small group instrumental music tuition for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCSE), or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

### **Extra Curricular Activities out of school hours**

The school will pass on the costs of Extra Curricular Activities which are organised at school but out of school hours, to the parents.

### **Public Examinations**

No charges may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- The examination is on the set list, but the pupils were not prepared for it at the school
- The examination is not on the set list, but the school arranges for the pupil to take it
- A pupil fails without good reason to complete the requirements of any public examination where the Governing Body or LEA originally paid or agreed to pay the entry fee.

Charges may not be made for any associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

With these statements in mind it is the Policy of this school: -

- To request voluntary contributions from parents towards activities organised by the school during school hours.
- To ask the Parent Teacher Association to support the funding of certain activities. Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution.
- If insufficient funds voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- Optional trips, wholly or mainly, outside of school hours will be charged at full cost. These visits will not proceed where the full costs are not met by all those who wish to partake in the activity.
- Board and lodging costs on residential trips will be charged at full cost except to those parents in receipt of relevant benefits. These families will be expected to pay a contribution - at present 1/3 of the total cost of the visit. The percentage of subsidy available will be set annually prior to the visit. Parents willing to apply for a subsidy should make a written commitment to pay the subsidised amount requested by a specified date to secure a place. The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- This school may make charges for breakages and damage to property.

### **Monitoring**

The Governing Body's Finance Committee will monitor and review this policy annually as part of its terms of reference.

Agreed by Governors: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_ Headteacher: \_\_\_\_\_

Review Date: Annually