

Old Heath C P School



Charging and Remissions Policy

Adopted May 2022

To be reviewed by May 2023 or sooner if necessary

Charging and Remission Policy Ratification

Old Heath C P School staff and the Resources Committee were consulted and accepted this document

Signed:

Date:

Chair of Resources

The document was ratified by the Governing Body.

Signed:

Date:

Chair of Governing Body

This policy will be reviewed in the Spring Term 2023

Charging for Activities Connected with Schools

Statement of Intent

The Governing Body is committed to providing a free and comprehensive education which ensure equality of access and opportunity to all pupils.

General

No charge will be made in respect of admission to Old Heath C P School.

In general, no charge can be made where education is provided wholly or mainly during school hours that are part of the national curriculum. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums during school hours.

Voluntary contributions

Head teachers or governing bodies may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment

All requests to parents for voluntary contributions must make it clear that the contributions are voluntary. The contribution must be genuinely voluntary and the pupils of the 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. This should be made clear to parents at the planning stage.

A charge made in respect of individual pupils will not exceed that actual cost of providing the optional extra activity, divided by the number of pupils willing to participate. The charge will not take in to account the cost of staff already employed by the school for the duration of the trip.

There is no legal reason why Old Heath Community Primary School should not invite parents/carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

Education Outside School Hours

Parents can be charged for activities that occur outside school hours which are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

Charges may be made for other activities that occur outside school hours if parents agree to pay (see Education Act 1996).

Residential trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, pupils who are identified as 'disadvantaged' may be entitled to the remission of these charges:

The headteacher will advise all parents of the right to claim free activities if they are receiving these benefits.

A similar entitlement applies where the trip takes place outside of school hours but it is a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus is religious education.

If the trip takes place outside school hours and **does not** form part of the above, the school can make a charge for transport.

Instrumental Music tuition

A charge may be made for instrumental music tuition for teaching individual pupils of groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or sing.

Charges may not be made if the tuition forms part of the national curriculum or a public examination syllabus or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Charges for "Finished Products"

Schools can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where the parents have indicated in advance that they would like their child to bring home the finished product.

Optional extras

This kind of activity can be charged for where the activity takes place outside school hours.

This can include:

Pupil's travel costs.

Board and lodging

Materials, books and other equipment

Non-teaching staff costs

Entrance fees to museums, theatres etc

Insurance costs

The cost of engaging a teacher or support staff, who is already employed by the Authority, on a contract for service, as distinct from a contract of employment, specifically for the activity.

Clothing

Although no charge can be made for "equipment" for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents can therefore be asked to provide their children with such things as PE kit, protective aprons and sports kit.

Information on charging and remissions policy

Parents are entitled to information about a school's charging and remissions policy, and governing bodies must ensure that this is available on request during school hours.

If a charge is made for each pupil it should not exceed the actual cost. Further funds required, for example to help in hardship cases, should be raised by voluntary contributions or general fundraising.