



**Runwell Community  
Primary School**

# **Charging and Remissions Policy**

*March 2018*

# Charging and Remissions Policy

## Introduction

The Governing Body of Runwell Community Primary School recognises the valuable contribution that additional activities, including trips, clubs and residential experiences can make towards pupils' education. The school plans to deliver not only the formal requirements of the National Curriculum, but also the range of extra-curricular activities in order to enrich the experience of the children. This policy on charging for activities that take place during or outside of the school day explains the school's approach to charging for some of these activities **and fees associated with the school nursery (see separate policy).**

## Aims (including values)

The main aims of our school, upon which we have based our curriculum are as follows:

### We aim to be a school ...

- where all pupils and staff are encouraged and enabled to reach their full potential in a safe, healthy, caring and stimulating environment;
- that promotes excellence and equality and has high expectations for all pupils and staff;
- where the teaching is of a consistently high standard;
- that provides a rich, thematic curriculum that is very well planned and resourced;
- that challenges the pupils to develop knowledge, skills and attitudes, so they can become confident, independent lifelong learners;
- which maintains very high standards of behaviour in a positive atmosphere;
- which develops mutual respect and tolerance;
- that promotes individual responsibility and accountability, and which helps children to develop into thoughtful citizens;
- that encourages parents to be actively involved in their child's education and the wider school community.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## Charging for Activities Connected with Schools **for Children Age 4-11 (year R to 6)**

In general, no charge can be made where education is provided wholly or mainly during school hours that are part of the national curriculum **for children in years R to 6**. 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. However, the school can ask for voluntary contributions.

### • **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
- school funds generally

The contribution must be genuinely voluntary, though, 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.

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

- **Remission**

The Governing Body may wish to remit in full or in part the cost of the activities described above 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. The Headteacher will make authorisation for such remission.

Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following support benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £13,910
- Guarantee element of State Pension Credit

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body may offer to remit in full or part the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the National Curriculum.

A similar entitlement applies where the trip takes place outside of school hours but 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.

- **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.

- **Instrumental Music tuition**

A charge may be made for instrumental music tuition for up to and including four pupils, unless it is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

- **Public Examinations**

No charge 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 pupil was not prepared 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 cost 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 in regulations.

- **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, who is already employed by the Authority, on a contract for service, as distinct from a contract of employment, specifically for the activity.

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

## **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.

## **Monitoring and Review**

It is the responsibility of our governing body to agree and then monitor this policy. This is done by the Resources Committee of the governing body.

**Approved by Governors on 20<sup>th</sup> March 2018**