

Park Primary School

Charging and Remissions Policy



Reviewed	Approved by	Approval date	Review cycle	Next review
November 2021	Full Governing Body	23.11.2021	Every 2 years	November 2023

Our aim at Park Primary School is to follow the basic principle that all education during school hours is free.

The school and Governing Body recognise the valuable contribution that the wide range of additional activities provided, including clubs, educational visits and residential experiences, make towards pupils personal and social education. Together we aim to promote and provide such activities as part of a broad and balanced curriculum for the children of the school and as additional optional activities. The governors may authorise the collection of voluntary contributions for specific materials or events

This policy aims to clarify what is liable for charging and what is left as voluntary contribution and states where remission of charges may be available.

Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 – 462 of which set out the law on charging for school activities in maintained schools in England.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Musical Instrument Tuition

Parents may be requested to pay a contribution towards the cost for instrumental tuition and instrument hire, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Education partly during school hours

Residential: For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made either for the education or the cost of travel.

However, where a school activity involves pupils being at least one night away from home, a charge for the actual cost of providing board and lodging will be made. In addition, voluntary contributions for transport and activity costs will be sought.

Non-residential: Voluntary contributions will be sought to support these activities

Voluntary contributions

Voluntary contributions will be sought from parents for activities such as educational visits. All letters to parents publicising a particular activity will make it clear if voluntary contributions are being sought. There is no obligation to contribute and no child will be excluded from the activity if his/her parents are unwilling or unable to contribute.

However, any event or trip will be cancelled if the school do not receive enough voluntary contributions by the given date stated in the initial letter.

Where a place has been booked for a visit or trip, and the pupil is subsequently withdrawn – either by the parent, or by the school, in response to poor behaviour – the school will return all monies paid, but withhold any costs which would otherwise fall on the school.

Contributions must, however, be genuinely voluntary. The terms of any request for contributions must make clear:

- a) that there is no obligation to contribute; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

There is no limit on the level of voluntary contribution, which parents or others can make to school activities, nor is any restriction placed upon the use, which can be made of such contributions. A request for a contribution towards the cost of a particular activity could, for example, include the cost of subsidising pupils from low-income families, or the cost of travel for accompanying adults. Alternatively, parents could be asked to contribute towards part of the cost at the time of the visit or activity, and the rest could be met from the proceeds of general fund raising events.

Optional activities outside school hours

Where a cost is incurred by the school to provide an activity outside of school hours a contribution towards the cost may be sought. Charges will not exceed the actual cost of the individual pupil's participation. This cost can include insurance and accounting costs (nonteaching staff costs).

Charges for materials used

A charge may be made where the school has supplied the materials, ingredients or components for making an item which the pupil subsequently takes home.

The following activities may incur a charge:

- Food which has been, baked, cooked or prepared in school
- Objects made during science investigations
- Items created during Design and Technology lessons

Alternatively, the school may request for the parents to supply, the ingredients or components concerned.

Breakages and damage:

In cases of wilful or malicious damage to equipment or breakages, or loss of school property, including books on loan to children, the head teacher may decide it right to make a charge. Each incident will be dealt with on its own merit and at the head teacher's discretion.

Remission

Parents who have contributed voluntarily may have a refund if their child is unable to take part in the trip through illness.

The Headteacher may apply some remission of charges for optional activities for pupils whose parents will find it difficult to meet the costs.