



Richardson Endowed Primary School

CHARGING AND REMISSIONS POLICY

November 2019

Introduction

This policy has been formulated in accordance with the DfE's guidance on 'Charging for School Activities – May 2018'.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of Richardson Endowed Primary School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations, with respect to individual parents, will be considered jointly by the Headteacher and the Governing Body.

Prohibition of Charges

The Governing Body of Richardson Endowed Primary School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment). The school hours are defined as Monday to Friday, 9.00am – 3.20pm (term time only).
- education provided 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- 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;
- transport provided in connection with an educational trip.

Publication of Information

A summary of this policy will be included on the school website which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

The Governing Body of Richardson Endowed Primary School recognise that charges will need to be made for the following:

- a) board and lodging on residential visits (not to exceed the costs)
- b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- c) Music Tuition
 - The service offers a range of instrumental tuition. This tuition takes place on school premises during school hours, but is provided for by a variety of peripatetic tutors. This works within the regulations laid down by the Department of Education and as such a charge is made for this tuition.
- d) any other education, transport or examination fee unless charges are specifically prohibited
- e) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- f) extra-curricular activities and school clubs.

Incidental Classroom Equipment and Materials

Parents may be invited to pay for and provide from home any materials, ingredients, books, instruments or other equipment. However no child will be placed at a disadvantage because of parents' unwillingness or inability to pay/or contribute.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges, or partial remission of charge, for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed the current limit (FY 04/05).

In respect of the above, account will be taken of any revision to the amount as advised by the Authority.

Voluntary Contributions

Parents will be invited to make a voluntary contributions for the following:

- a) School trips
- b) Workshops
- c) Performances in school, involving outside agents

For certain types of educational activities during the school day, e.g. swimming lessons, class visits and trips, parents may be asked for **voluntary** contributions in advance. However, no child will be placed at a disadvantage because of a parent's unwillingness or inability to pay. In circumstances of genuine financial hardship, which may include children who are entitled to free school meals, please contact the Head teacher to discuss the matter in confidence.

The terms of any request made to parents, will specify that the request for a voluntary contribution in no way represents a charge. In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; 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.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:

- Ensure that the cost of the trip or activity can be met can be met. An activity may be cancelled if insufficient voluntary contributions are collected.

Lettings of the school Hall

The arrangements and conditions for the hire of the school hall are fully covered in the school's Lettings Policy.

Summary of Charges

If an item of school property is proven to be deliberately broken, damaged or persistently lost, a small charge may be requested, to replace the item.

£1 - Small items of stationery e.g. pencils, rulers etc.

£5 - Larger items e.g. reading books, home/school books etc.

The School Kitchen will only be available in certain circumstances e.g. the PTFA for school performances, and is subject to approval by the Head teacher and Chair of Governors.

Signed by:

Chair of Governors: Louise Rowland

Head Teacher: Kate Mason

Date: 21.11.19

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Date of Policy approval: 21.11.19

Next review date: November 2020

Reviews		
Changes & recommendations:	Reviewed by	Date
Updated lettings and summary of charges.	Louise Rowland Rachel Watson Kate Mason Mark Trimbee	21.11.19