

Moreton Church of England Primary School



Charging and Remissions Policy

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Agreed by Governors (Date):

Signed (CoG):

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Introduction

The education reform act 1988 requires that education should be free from charge if:

- it takes place in school sessions, ie. 8.45 am - 12 noon, 1.00 pm - 3.15 pm;
- it is part of the National Curriculum or part of an agreed syllabus.

The only exceptions allowed are:

- individual (one-to-one) instrumental tuition. (NB. There is no obligation for the Governing Body or LEA to provide individual instrumental tuition).
- Design and Technology materials (where parents have indicated in advance that they wish to own the end product).

This policy covers all other situations.

Summary of the main areas covered by this policy

1. Definition of charges
2. Optional Extras
3. Charging for Education held partly within school hours
4. Remission of Charges
5. Voluntary Contributions

APPENDIX A: sample of letter to parents asking for donations for a visit

The Policy

1. Definition of Charges

The legislation refers only to charges made by the LEA, the school, or the governing body for "optional extras" (see 2 below) outside of school hours.

- Outside organisations, i.e. a third party, may charge parents/pupils for activities, visits/services involving pupils from the school within school time. Parents would be under no obligation to receive these services and children not receiving them would be found suitable alternative activities. Parents may also be invited to make a "voluntary contribution" to meet the cost of providing an activity/visit.

2. Optional Extras

Charges can be made for optional extras, ie. activities that take place outside the school sessions. The participation of children in these "optional extras" depends solely on the basis of parental choice.

- If sufficient parents do not wish their children to participate in "optional activities", then the proposed activity need not take place. Any Payments made will be fully refunded.
- Before the optional activity can take place, parents must be asked, in advance, whether they agree to the activity and are willing to pay for it.
- Charges for individuals must not exceed the unit pupil cost of the activity.
- Charges will not include the cost of teachers at this school. Costs for specialised teachers, teaching for the duration of the activity and not employed by the LEA or governors, can be included.

3. Charging for education held partly within school hours

A charge may be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge may include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

A charge may be made for board and lodgings, travel costs, materials, books, instruments and other equipment, non-teaching staff costs, entrance fees to museums, castles, theatres, etc, and insurance costs for pupils in respect of residential activities organised by the school or LEA deemed to be within school hours.

4. Remission of charges

Only parents who are in receipt of Income Support, Income Based Job Seeker's Allowance, Support under Part VI of the Immigration and Asylum Act 1999 and Child Tax Credit where the parent is not entitled to Working Tax Credit, or claiming Pupil premium are eligible for a 25% reduction. Reduction of charges only applies to board and lodgings charges which are levied directly by the LEA or the school and where they relate to activities deemed to take place wholly or partly in school hours.

In cases of hardship, any parent of pupils will also be exempted from all or part of any charges at the discretion of the headteacher and/or governors for all of the following:

- a) Board and lodging on residential visits.
- b) Tuition costs of having individual tuition for a musical instrument in school sessions.
- c) Activities or trips that take place partially or wholly out of school hours.

However, should there be any wanton damage caused by identifiable pupils, charges will be made.

5. Voluntary contributions

The Act does not prohibit the school or LEA from seeking voluntary contributions for the benefit of the school or in respect of any school activity, whether during or outside of school hours, residential or non-residential.

It must be made clear that any contributions should be genuinely voluntary, that there is no obligation to contribute and that registered pupils will not be treated differently, according to whether their parents have made a voluntary contribution or not.

If an activity cannot be funded without voluntary contributions, then this must be made clear at the outset. It should also be made clear that the activity/visit would not take place if parents were reluctant to support it. The act states that there is no restriction placed upon the use which can be made of such contributions or the level of contribution. A sample letter to parents can be found at Appendix A.

6. Damage and Replacement

Within the school's disciplinary code compulsory charges may be made by the school for replacement of broken windows, fittings, defaced or damaged textbooks or any other damage or loss occurring due to a students' bad behaviour. The school is empowered to recover this loss and resultant costs as a civil debt.

A payment plan may be considered by the *Governors and Headteacher*.

Appendix A: Sample letter

Date

Trip to xxxxxxxx

Dear Parent/Carer,

We planning to plan a class trip for year xx to visit xxxxxxxx on xxxxxxxxxx. This will be part of next term topic for xxxxxx.

We will be travelling by coach. We will be leaving school at xxxx and returning at approximately xxxx. We would ask that on this day children are dropped at school at xxx so that we can register them beforehand.

Children will need to wear full school uniform with appropriate clothing for the day – a coat if it is raining or a sunhat if it is warm weather. We ask that they wear black trainers as they will be walking around. Children should take a packed lunch and 2 snacks that they can have (one for mid-morning and one for the afternoon) plus plenty of water to keep them hydrated. Please ensure no fizzy drinks, egg or nuts are in your child's lunchbox. No money will be required for this school trip.

If your child takes travel sickness medication, please bring this into the office and complete the relevant form for us to administer it.

The cost of this trip is £xxx per child and we ask that you make a voluntary contribution by xxxxxxxx via Arbour. Children who are eligible for pupil premium will receive a 25% discount on the cost. Please complete the slip below and return by xxxxxxxx.

Kind regards

School Teachers name

Reply slip for school trip xxxxx

Please return this slip by xxxxxxxx

I _____ (Parent / Carer)

give permission for _____ (Students Name) to go
to xxxxxxxxxxxx

I have/will pay £xx on Arbour

I consent to my child travelling on the coach or school minibus

Signed _____ Date _____