

HAWKESBURY CE VC PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY



RATIONALE:

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Department for Education. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents/carers and the school warmly endorses that principle and is committed to upholding the legal requirements. The law recognises that charges may be made to parents/carers in certain defined circumstances, provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils.

It is recognised, however, that many educationally valuable activities have been, and will continue to be, dependent on voluntary financial contributions in whole or in part from parents/carers. Without the financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils.

PURPOSES:

The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part in activities, irrespective of their circumstances and the purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those where there may be a charge.

GUIDELINES:

During the school day, defined as 8.30am – 2.30pm Monday to Friday (not including the mid-day break), all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and activity. A charge will be made in the following circumstances for activities organised by the School and no pupil will be prevented from participating because parents/carers cannot or will not make a contribution.

Day Visits

Voluntary contributions will be sought for visits occurring during school time to meet costs. We will charge for allowable optional costs¹ for activities provided outside of the school day.

Residential Visits during school time

The school will invite voluntary contributions to meet costs other than children's board and lodging. Parents/carers will be charged for full cost of children's board and lodgings.

Residential Visits outside school time:

Parents/carers will be charged for the full cost of the visit, including all allowable costs¹ and board and lodging.

Music Tuition

Charges may be made for teaching either an individual pupil or groups up to five, to play a musical instrument during normal school hours.

Classroom Materials:

No charge will be made for materials or equipment. However, for certain practical activities (technology, food activities etc) parents/carers may be invited to provide materials or ingredients on a voluntary basis. Where parents/carers would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

School Property

The Governors reserve the right to charge parents/carers if their child is found to be responsible for the willful destruction of school property.

Refunds

The Head and Governors will consider refunds for pupils not participating in an activity due to a medical condition, however coach fares cannot be refunded.

REMISSIONS

Where the parents/carers of a pupil are in receipt of eligible benefits (refer to www.gov.uk/government/organisations/department-for-education for current list) or other circumstances – for example in the case of family hardship;

- a) the Finance and Personnel Committee will consider a remit in full or in 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 syllabus for the National Curriculum.
- b) The Headteacher will consider a remit in full or in part the cost of other activities, in consultation with the Chair of Finance and Personnel, as appropriate.
- c) In cases of hardship the Headteacher will consider at their absolute discretion the remission of fees (in full or in part) for those pupils who they consider will benefit from such tuition.

When arranging a chargeable activity parents will be invited to apply to the Headteacher, using Appendix A, in confidence for the remission of charges.

1Allowable costs include pupil’s travel and subsistence costs, materials, books, instruments, non-teaching staff, costs of teaching staff - where separately engaged under a contract for services for the visit or activity, entrance fees to museums, castles, theatres, etc. and insurance costs.

MONITOR AND REVIEW

The Finance and Personnel Committee will be responsible for monitoring the application of the policy, reviewing the policy annually and making recommendations to the Full Governing Body.

Agreed at the FGB Meeting 29th February 2016, Agenda Item 11

Signed: Chair of Governors

Review Date: Spring 2017 Equalities Impact Assessment: Completed



Appendix A



REQUEST FOR REMISSION FOR SCHOOL ACTIVITY

Parent or Carers Name:

Child (ren's) Name:

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Activity to be considered:

Reason for request: (eligible benefits, family hardship, other – please give details)

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Supporting documentation attached (please detail) :

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Cost of Activity: £.....

Amount of remission required: £.....

Signed: Date:

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Please return form to School Office.

School Use Only:

Documents seen: Accept / Decline

Signed: Date:

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REQUEST FOR REMISSION FOR SCHOOL ACTIVITY

Name:.....

Following your request for remission of charges for the following activity;

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I authorise a remit for £.....

I do not authorise a remit for £..... because

Signed: Date: