

# Charging and Remission Policy

## Autumn 2019

<b>Charging and Remissions Policy</b> <b>Responsibility for monitoring this Procedure:</b> Sara Shepherd <i>(Reviewed annually or in response to changes in legislation or operating procedures)</i>			
<b>Date</b>	<b>Reviewed By:</b>	<b>Role</b>	<b>Date Approved by Governors</b>
September 2019	Sara Shepherd	Headteacher	

## **Introduction**

This policy has been formulated in accordance with the Local Authority's guidance on: Charging for School Activities.

## **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 St Margaret's at Hasbury Primary School and Nursery are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

## **Prohibition of Charges**

The Governing Body of St Margaret's at Hasbury Primary School and Nursery recognise that legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- 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.
- Examination resits if the pupil is being prepared for the resit 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 or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

### **Charges**

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours, to meet the costs for:
  - Travel
  - Materials and equipment
  - Entrance fees
  - Insurance costs
- Vocal and musical instrument tuition.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam
- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited
- Extra-curricular activities and school clubs
- Any extended school activity
- Damage/vandalism/loss to and of school property
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy)
- A school lunch - of a child has forgotten or is unable to find their lunch, a meal will be provided by the kitchen and the charge should be paid by the parent on the next working day.

### **Remission**

St Margaret's at Hasbury Primary School and Nursery only asks for voluntary contributions towards the costs of a residential visit.

### **Voluntary Contributions**

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

- Trips and visits arranged during the school day, including transport.
- Special activities arranged at school e.g. theatre groups
- outdoor adventure activities
- Musical events not funded by school
- Swimming and associated travel costs

- Materials and ingredients where the child is able to take the finished article home

**Parents should be aware:**

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) If insufficient contributions are made, the trip may need to be cancelled. The individual cost of a trip is calculated using the number of children eligible to attend and non- payment may make that trip not viable.
- c) 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
- d) The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:

- Offset additional costs to the school in offering the enhanced opportunities listed above

**Refunds**

Refunds for trips where a child was unable to attend will be considered but may not always be possible, e.g. when theatre tickets have been purchased. Refunds are not guaranteed and will be considered on an individual basis.