



Wales Primary School

Policy for: Charges and Remissions

Aims

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

Governing Body of the School is responsible for determining the content of the policy and the Head Teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

Charges cannot be made for:

The Governing Body of the school recognises that the 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 re-sit(s) if the pupil is being prepared for the re-sit(s) 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 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.

Charges

Residential Activities/Activities Outside School Hours

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an “optional extra”. A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising. Care will be taken to ensure best value for all activities.

The Governing Body of the school allows charges for the following activities:

Optional Activities Outside Of The School Day

We will charge for optional, extra activities provided outside of the school day, for example breakfast club, after school activities etc. Such activities are not part of the National Curriculum or religious education, nor are they part of a prescribed examination syllabus.

Education Partly During The School Day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated and sufficient time to pay in instalments.

Residential

Charges will be made for board and lodging, travel and insurance, other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases, parents will be told how the charges are calculated.

Outdoor adventurous activities

Vocal and musical instrument tuition

Where this is additional to the curriculum-based music curriculum accessed by all pupils

Breakages and replacements as a result of damages caused wilfully or negligently by pupils

Any charges will be discussed with parents prior to charge, items are charged at replacement cost and only charged where it is deemed that the breakage has been deliberate

Costs of non-prescribed examinations where no further preparation has been provided by the school

Re-sits for public examinations where no further preparation has been provided by the school

Any other education, transport or examination fee unless charges are specifically prohibited

Remissions

Children whose parents are in receipt of the following support payments are entitled to the remission of charges for board and lodging costs during residential school trips

-  Income Support
-  Income Based Job Seekers Allowance
-  Support under Part V1 of the Immigration and Asylum Act 1999
-  Child Tax Credit, where the parent does not receive Working Tax Credit and the family's annual household income (as assessed by HMRC) does not exceed £16,190 (FY 10/11).The guarantee element of State pension Credit

Children who qualify for free school meals are entitled to remission for all charged activities.

Special consideration can be given to hardship cases not contained within the exemptions; the governing body have delegated these decisions to the head teacher.

Voluntary Contributions

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

-  School visits, including travel costs, insurance and entrance fees
-  Residential visits
-  Visits by artists and/or educators
-  Theatre visits

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge.

In addition the following will be made clear to parents:

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

Evaluation/review

There is an annual review of this policy by the governing body.