



CHARGES & REMISIONS POLICY

Produced by : **Coldfair Green Primary School**

Produced By:	A. Fewkes
Date:	February 2014
Position:	Headteacher

Current Document Approved: March 2017

Date of Next Review: As required – when amendments occur

Signed:

(Chair of Governors/Committee)

Corrections to any policy document or form must be made in ink with the original entry still clearly visible.

Coldfair Green Primary School

CHARGES AND REMISSIONS POLICY

A. General

- (i) The Governing Body and school recognises the valuable contribution which a wide range of activities, including educational visits and residential experiences, can make towards pupils' personal and social education. Such activities should be seen as an integral part of a broad and balanced curriculum for all pupils.
- (ii) The Governing Body and school aims to encourage and promote such activities within a general policy framework which offers maximum flexibility to the Governing Body, school, Headteacher and staff of Coldfair Green Primary School, to provide opportunities appropriate to the needs of their pupils and to local circumstances.
- (iii) Many of the activities and events have an associated cost and cannot be provided or carried out unless voluntary contributions are received or parents are charged for the cost.

B. Charges

The Governing Body and school reserve the right to make a charge for the following activities or events organised by the Governing Body, school or Education Department as defined in the Education Reform Act 1988:

- (i) Trips or visits organised for pupils outside of school hours or otherwise deemed to be an optional extra.
- (ii) Trips or visits involving a board and lodging element and deemed to be within school hours.
- (iii) Individual music tuition which takes place within school hours, unless it forms part of the syllabus of a prescribed public examination or the National Curriculum. Parental agreement and a signed contract will be obtained before tuition is provided.
- (iv) Activities involving the purchase or hire of instruments, materials, equipment and clothing (or the provision of them by pupils or parents) in cases where it has discretion so to do.
- (v) After and pre-school clubs.
- (vi) Damage to school property – the cost of replacing any item, such as a broken window or defaced, damaged or lost books where this is the result of a pupil's behaviour.
- (vii) Visits to the school by professionals e.g. authors, storytellers, musicians, dancers, artists etc.

- (viii) Materials, ingredients etc. needed for practical subjects such as Technology. The school may charge for, at cost or less, or require a supply of ingredients and materials if parents have indicated, in advance, their wish to own the finished product.
- (ix) Photocopying requested by parents relating to their child, under the 'Freedom of Information Act' will be charged at *10p per sheet and 20p for any colour printing*.
- (x) Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. mid-year pupil progress report for solicitor reports or private psychologist reports will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.
- (xi) Where a pupil has not been prepared for a public examination by a school, the Governing Body may make a charge for the cost of entering the pupil for the examination if previously agreed by the parents.
- (xii) If a pupil fails without good reason to complete the examination requirements for any public examination for which the Governing Body or school has paid (or is liable to pay) an entry fee, then the Governing Body may recover the fee from the parent.
- (xiii) Where the school makes a charge in respect of an activity provided by the school for which provision is included in the school's budget share, the Governing Body will take account in its resource allocation formula of the relevant proportion of the income accruing to the school for that activity.

The Governing Body may, from time to time, amend the categories of activity and events for which a charge may be made.

C. Remissions

Where the parents of a pupil are in receipt of:-

- (i) Income Support
- (ii) Income-based Job Seeker's Allowance
- (iii) Child Tax Credit (TC 602), no working Tax Credit and an annual income that does not exceed £16,900
- (iv) Supported under Part VI of the Immigration and Asylum Act 1999

The Governing Body are able to remit, in full or part, the cost of any trips, visits, activities or board and lodgings for any residential activity that it organises for the pupil, if the activity is deemed to take place within school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

D. Summary Statement

The policy complies with the requirements of the Education Act 1996. Where 'parent' is referred to this will include adults with a legal responsibility for the pupil.

We aim:-

- To make school activities accessible to all pupils regardless of family income.
- To encourage and promote external activities which give added value to the curriculum.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school.
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

There may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body accept that parents may wish to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

When additional costs are incurred by Coldfair Green Primary School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Nothing in this policy statement precludes the Governing Body or school from inviting parents to make voluntary contributions towards the cost of providing educational trips, visits or activities for pupils.