AVISHAYES PRIMARY SCHOOL

&

EARLY

YEARS CENTRE

FOR TEACHERS, SUPPORT STAFF, GOVERNORS AND VOLUNTEERS

Charging and Remissions Policy

Responsibility:	**Governors**
Reviewed:	**May 2024**
Next review date:	**May 2026**
Key legislation:	**Equality Act 2010**
This policy should be read in conjunction with:	
Code of Conduct **Keeping Children Safe in Education (Part 1)** **Children Act 2004** **Anti-bullying policy** **Equal Opportunities Policy** **Education Reform Act 1988** **1944 Education Act**	

Aims

The governing body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. All our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents'/carers' financial means.

No charges will be made for:-

- Education provided during school hours and any trip that takes place during school hours
- Education provided outside school hours, or 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 the school's basic curriculum for religious education
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school, however, if a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

- Education provided on any trip that takes place during school hours.
- Transport provided in connection with an educational trip.

Activities for which charges may be made:-

a) Activities during school hours –

- School hours are defined as being those hours during which the school is in session but excluding the mid-day break
- Voluntary contributions may be asked for to enable extra activities, which are deemed educationally desirable, to take place. The contributions requested will reflect the cost of that activity (including costs such as supply cover, transport, refreshments) less any subsidy from funds available to the school. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.
- Materials required which would result in a finished product, may be charged for as long as parents have been asked in advance if they wish to own that finished product.
- Day visits and non-residential activities are deemed to take place during school hours if 50% or more of the time spent on the activity, including any connected travel, occurs during school hours. The charging policy for such an activity will follow the above.
- Residential activity is defined as being one which involves pupils spending one or more nights away from home. Such an activity is deemed to take place during school hours if the number of school sessions taken up by the activity is 50% or more of the number of half days (12 hours) involved – in this connection a 'half day' is defined as any period of 12 hours ending at noon or midnight or any day. In this instance the charging policy will follow the above **except** that the full actual costs per pupil for board and lodging may be charged to the parent.
- Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the governing body will remit in full the cost of board and lodging. (NB: this does not include the remit of the cost of travel and activities that take place during the day).
- In other circumstances the governing body will invite parents to apply in confidence to the headteacher for the remission of charges in part or full.

b) Activities taking place outside school hours-

- A residential activity is deemed to take place outside of school hours if the number of school sessions taken up the activity is less than 50% of the number of half days (12 hours) involved. A charge will be made for the cost of board, lodging and travel costs the cost will not exceed the actual cost of the provision and will not subsidise any other pupils participating. These charges will be wholly remitted, by the school, if the child is in receipt of free school meals.
- The costs incurred by teachers providing the activity may be included in the costs to pupils.
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours.

c) Music Tuition -

- Charges will not be made for class music tuition during school hours.
- A charge will be made for individual and small group instrumental tuition, which does not form the part of the syllabus of a prescribed public examination or required by the curriculum.

- The charge will not exceed the cost of provision to include the cost of the teacher, the cost of sheet must and the hire and insurance of a musical instrument.
- Parents will be invoiced termly and asked to make a term's commitment in advance to tuition. Tuition will be cancelled if payment is not received in advance.
- Parents will be required to terminate music tuition at least one term in advance and in writing to the music teacher.
- Serious consideration will be given to requests for tuition from parents suffering financial hardship or whose child is in receipt of Free School Meals, with each case judged independently and given at the school's discretion.
- The school, and governing body, reserve the right to terminate tuition if it does not consider groups to be viable, or if progress/commitment is unsatisfactory. This will be done in consultation with the instrumental teachers and parents.

d) Charging in Kind
The cost of materials, ingredients for practical subjects if the parents have indicated in advance that they wish to own the finished product.

Voluntary Contributions:-

Any such contributions must be genuinely voluntary and it will be made clear to parents if contributions are requested that:-

- There is no obligation to contribute
- Pupils will be treated the same whether or not their parents have contributed
- There is support for low income families, in which case the child is in receipt of Free School Meals, and this is the criterion used to assess whether support is needed.

If an activity cannot be funded without voluntary contributions, this will be made clear to parents in an initial letter indicating:-

- The nature of the proposed activity and its education value;
- The contribution per pupil which would be required if the activity were to take place;
- The activity would not take place if insufficient contribution were forthcoming.

Breakages:-

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the headteacher in consultation with the chair of the governing body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

General:-

- The governing body may, from time to time, amend the categories for which a charge may be made.

- The governing body reserve the right to review the policy as necessary.