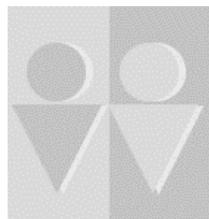


# Warmsworth Primary School

Mill Lane, Warmsworth, Doncaster DN4 9RG

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## Charging and Remission Policy 2019/2020



This Charging Policy informs staff and parents about charging for school activities. It conforms to guidance included in the Scheme for Financing Schools, the Guide to the Law for School Governors and the Education Act.

The school's charging policy is based on the following:

That no charge is made for provision of education during school hours except where teaching individual pupils or groups of up to four to play a musical instrument if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil.

No charge is made for activities that are an essential part of the syllabus for an approved examination.

The school operates the discretion to invite parents to make voluntary contributions for school time activities.

Charges are made for activities that happen outside of school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

### **Charging for School Activities**

Charges are made as follows at the discretion of the Finance & Facilities committee as to which activities may be the subject of a charge and which may be funded from the delegated budget or school fund.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

In calculating the cost of optional extras an amount may be included in relation to:-

- a proportion of coach fare;
- the cost of insurance;
- board and lodgings;
- materials and equipment;
- entrance costs to museums, castles, theatres, etc;

- any costs of engaging staff specifically for the purpose of providing the activity.

### **School Visits**

Costs incurred for the board and lodging element of residential trips during school time are passed on to parents, subject to the remissions policy.

Costs incurred for residential or other visits held out of school times that are regarded as "optional extras" are passed on to parents in full. When such visits are provided as a required part of the syllabus for a prescribed public examination, or required in relation to the National Curriculum or religious education, then only the board and lodging element is passed on.

Parents are notified in advance of all activities and events, which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per pupil) involved. It also includes information on who might qualify for help with the cost.

### **Examination Fees**

The cost of examination fees, where the examination preparation has not been carried out at school may be charged to parents.

Where in the opinion of the Headteacher and Governing Body, there are educational reasons for not entering a pupil for a particular examination, should the parent still wish to enter the pupil, then the fees will be recovered.

Examination fees will be recovered where the pupil fails to take the final examination, without good reason.

### **Music Tuition**

Charges are made for teaching either an individual pupil, or pupils in a group of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

**Materials**

Parents are charged for, or asked to supply ingredients or materials for craft or home economics lessons when they have indicated, in advance, if they wish to own the finished product.

**Voluntary Contributions**

Where voluntary contributions are sought the following points are taken into account:

Contributions from parents are only considered where the schools own resources are known to be inadequate to meet the desired range and level of service to be offered to pupils.

All requests to parents for contributions make it quite clear that the contributions are voluntary.

Where voluntary contributions are invited no pupil is left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Voluntary contributions aren't sought from parents in receipt of Income Support or Family Credit in line with the remission policy

The following is a list of activities organised by the school, for which voluntary contributions may be requested from parents.

- Cost of travel
- Visits to the theatre
- Cost of entrance to museums
- School trips
- Music events
- Sports events which require transport expenses
- Travel insurance
- Cost of travel for accompanying adults
- Activities run by a third party

Where the level of voluntary contributions falls short of the actual cost the shortfall may be met from the budget or school fund at the Headteacher's discretion up to the rate of 10% of the overall cost for activities up to and no more than £200. However, where there are not enough voluntary contributions, and there is no way to make up the shortfall, then the activity may be cancelled. The possibility of the activity/visit being cancelled should be made clear in the information sent to parents.

**Remission of Charges**

Charges are not made for the board and lodging element of residential activities where the pupil is in receipt of free school meals or Pupil Premium funding.

Charges are not made for any additional activity where a pupil is in receipt of Pupil Premium funding.

Advice is sought from Pupil Support & Transport Section annually for any changes in these requirements.

In these cases the claim forms SJ1 and SJ2 for remission of Board and Lodgings Costs are completed and submitted to the Transport and Pupil Support Section.

**Activities arranged by a third party**

Activities arranged by an outside organisation may charge parents. Such an arrangement would not need to meet the Local Authority's policies on charging or remissions.

Where such visits would entail approval of leave of absence for pupils and teaching/non-teaching staff involved full details will be submitted, through the Governing Body, to the Local Authority for approval.

**Loss, Damages or Breakages**

Loss of, damage to or breakage of school property, e.g. books, furniture, equipment, windows, fabric of the building etc. will be charged for if caused by negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide. Similarly a charge will be levied in respect of willful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the School.

**Costs incurred by the school**

The school reserves the right to pass onto parents/carers costs incurred by the school from its bankers due to the return of cheques due to insufficient funds etc.

**Additional Needs**

The school confirms that no pupil with additional needs or disabilities will be treated any differently than any other pupil. The school will take reasonable steps to avoid putting children with additional needs at a substantial disadvantage.

**Optional Activities**

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

**Conclusion**

The Charging and Remission Policy of the school maintains the right to free school education and encourages the maintenance of valuable optional provision