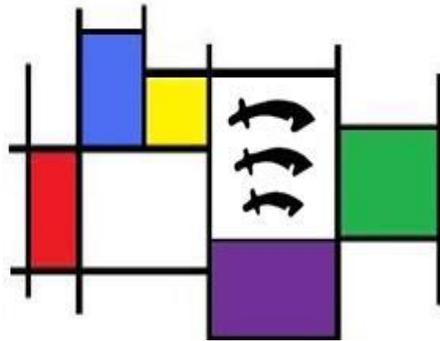


# Felmore Primary School

## Charging and Remissions for School Activities Policy



Our Governing Body follows the guidance issued by Essex Local Authority (Aug 2006), as outlined below:

### **Charging for activities connected with schools**

The governing body of the school must have a policy on charging for activities that take place during or outside of the school day, without such a policy they are not allowed to make any charge.

In general, no charge can be made where education is provided wholly or mainly during school hours that are part of the national curriculum. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums during school hours.

### **Voluntary contributions**

Head teachers or governing bodies may ask parents for a voluntary contribution towards the cost of:

any activity which takes place during school hours

school equipment

school funds generally

The contribution must be genuinely voluntary, though, and the pupils of the parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

There is no legal reason why a school should not invite parents/carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

### **Residential trips**

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following support benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

Income Support

Income Based Job Seekers Allowance

support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £14,155

Guarantee element of State Pension Credit

A similar entitlement applies where the trip takes place outside of school hours but it is a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus is religious education. If the trip takes place outside school hours and **does not** form part of the above, the school can make a charge for transport.

### **Instrumental Music tuition**

A charge may be made for instrumental music tuition for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed examination (e.g. GCSE), that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

### **Public Examinations**

No charge may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:  
the examination is on the set list, but the pupil was not prepared at the school  
the examination is not on the set list, but the school arranges for the pupil to take it  
a pupil fails without good reason to complete the requirements of any public examination where the governing body or LEA originally paid or agreed to pay the entry fee

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set in regulations.

### **Charges for "finished products"**

Schools can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where the parents have indicated in advance that they would like their child to bring home the finished product.

### **Optional extras**

This kind of activity can be charged for where the activity takes place outside school hours. This can include:

Pupil's travel costs

Board and lodging

Materials, books and other equipment

Non-teaching staff costs

Entrance fees to museums, theatres etc.

Insurance costs

The cost of engaging a teacher, who is already employed by the Authority, on a contract for service, as distinct from a contract of employment, specifically for the activity.

### **Clothing**

Although no charge can be made for "equipment" for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents can therefore be asked to provide their children with such things as PE kit, protective aprons and sports kit.

### **Information on charging and remissions policy**

Parents are entitled to information about a school's charging and remissions policy, and the governing body must ensure that this is available on request during school hours.

**In applying this guidance to Felmore Primary School, the following specific arrangements are followed:**

### **School Lunches**

Payment for school lunches must be paid on a Monday in advance of the date. Debit balances will not be permitted and school meals will not be provided until an account is back in credit.

### **Swimming**

Swimming lessons usually take place all year long. To cover the cost of these sessions, we ask parents for a voluntary contribution to cover transport to and from the pool, instructors fees and help towards heating and maintaining the pool. This amount is based on the assumption that every child will be taking part.

### **Board and Lodging**

To levy any appropriate charge to parents in respect of all board, lodging, travel and insurance requirements on residential visits. To offer to parents of twins/triplets that the first child is paid for in full and that the other sibling/s is charged half the fee if parents require support to enable the children to attend the visit.

### **Activities outside school hours**

To levy charges for activities held wholly or mainly outside school hours where those activities would otherwise incur additional costs to the school e.g. theatre visits and travel costs, music concerts, optional trips, breakfast and after school clubs. (This includes the year 5/6 residential visit). The full curriculum is offered in school for all children that week. The residential trip is an optional extra for parents. All optional extras must be paid for in advance.

### **Voluntary contribution for activities during school hours**

To request contribution on a voluntary basis for school activities in school time which can only run if sufficient funding is forthcoming and whilst making sure that no pupil is debarred from the activity (if it is financially viable) solely by the inability or unwillingness of the parents to pay.

Such activities might include:- educational day visits, drama/theatre performances, specialist demonstrations or exhibitions, swimming instruction and fair contribution towards swimming pool running costs; and cost of transport for educational purposes.

### **Models made in Technology or Art Lessons**

To request prior voluntary contributions towards the cost of models, craftwork, cookery projects, completed at school if pupils require ownership after completion, where this may be appropriate due to the high cost of materials.

**Damage to Property**

Parents will be requested to pay for damaged or loss of school property for which children are responsible where reimbursement is appropriate.

**Sponsored Events**

To allow the raising of funds by voluntary sponsored events that are educationally advantageous to the children.

**Sale of Goods**

To support the occasional sale of souvenir photographs; sportswear; books; uniform items; cards etc to parents for a fair profit for school funds.

**School Fund**

To continue to maintain an independent school fund.

**Felmore Fundraisers**

To continue to support and encourage the fund raising activities of our parents.

**Confidential Special Arrangements**

It is the intention of the school to ensure, as far as it is reasonably possible, that no pupil should be disadvantaged solely by their parent's inability to pay. Parents experiencing difficulty will be advised to contact the Head teacher in confidence so that appropriate arrangements can be made according to the circumstances of the case. Arrangements may include paying by installments or graded subsidy.

**Authority to apportion costs**

To leave to the Head teacher the decision as to the proportion of the cost of any activity which can properly be charged to capitation, to private funds, or to parents.

