

South Cave Church of England Primary School

CHARGING AND REMISSIONS POLICY

September 2015

AIM

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have its access to the curriculum limited by charges.

The Governing Body also recognise that there is a clear distinction in charging between Curriculum and Non Curriculum activities.

CURRICULUM ACTIVITIES

- Curriculum activities
Voluntary contributions will be requested for trips and activities which take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements. Governors have agreed that if less than 85% of parents contribute and/or greater than £100 of the total cost is left unpaid by parents contributions then the chair of the finance committee must give consent for the visit to go ahead and the curriculum activity may be cancelled.
Any insurance costs will be included in charges for trips and activities.
- General Lesson Costs
The school may levy a charge in respect practical subjects, for full or partial cost of materials and ingredients if parents have indicated in advance that they wish to own the finished product.
- Music Tuition taught by specialist music teachers
The school currently has an agreement with the Local Authority School Music Service to deliver specialist music tuition. Parents will be asked to contribute to specialist music tuition, instrument hire or exam fees. Music tuition will be based on a first come first served basis and if demand is greater than supply we will follow the advice of the specialist music teacher to decide on which pupils would be best to have lessons. Musical instruments can be hired from the Schools Music Service or School subject to availability. The school's music service will be made aware that lessons must be in groups of 4-6 children to ensure the cost of the lessons to the school are fully met by parents. Where this is not possible, due to a vast range in ability and if the music teacher's timetable allows, children may be offered tuition in

a smaller group but parents would then be asked to pay a higher proportion of the cost of the lesson.

NON CURRICULUM ACTIVITIES

- Non Curriculum trips and activities
The school will levy a charge, as an optional extra, for trips which are not part of the National Curriculum or statutory religious education. The school reserves the right to cancel the trip if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities
- School Property
The school will charge parents for damages to or loss of school property caused wilfully or neglectfully by their children.
- Private Lettings
The school charges for private lettings using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate.

STATUTORY REMISSION

We presently include residential school visits within our curriculum provision in Year 4, 5 and 6. Children whose parents are in receipt of the following support payments would, in addition to having a free school lunch entitlement, also be entitled to the full remission of charges for board and lodging costs during residential school visits where the majority of the residential visit is during school time. Where the visit mainly takes place out of school hours the school may contribute 50% towards this cost for these parents.

Statutory remission would be given to those parents in receipt of either:-

- income support
- family credit
- income based job seeker's allowance
- disability working allowance

Freedom of Information

Information published on our Intranet is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free. If parents live at different addresses and a second copy of documents/information is required, we would expect that parents would provide the school with a supply of stamped, addressed envelopes.

If we have to do a lot of copying or printing, or we incur a large postal charge, or your request is for a priced item (e.g. printed publications or videos) we will advise you of the cost before fulfilling your request.

All charges will be fair and reasonable.

Private Copying

A charge of 10p per A4 side may be made to cover the basic cost of private photocopying. The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.

This document is to be read alongside the attached most recent East Riding policy for charges and remissions (including appendix 1) from July 2001

Approved by: the Finance and Resources sub-committee of the Governing Body September 2015

Review date: Autumn 2017