



Kilham Church of England (V.C) Primary School
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Policy Front Sheet

Policy: Charging and Remissions Policy

Adopted: October 2016

Review Date: October 2018

Statutory Status: Statutory policy, GB free to determine review frequency and free to delegate to committee, individual governor or HT.



Sustainable Travel
Accredited and Recognised
Outstanding level 2010



Kilham Church of England VC Primary School

Charging and Remissions Policy

Introduction

This policy outlines Kilham CE Primary School's response to the latest statutory requirements from the DFE and will be reviewed annually.

Aims and Objectives: The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

Voluntary contributions:

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

Voluntary contributions and educational visits – further explanation:

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school may invite parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip (If a trip/activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear at the outset). If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

Residential visits – further explanation:

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, parents may be asked for a voluntary contribution towards elements of the trip and we do make a charge to cover the costs of board and lodging, except where pupils are entitled to statutory remission. School may also arrange a subsidy for families with 2 or more children on the trip.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

Football

Football coaching takes place after school each Thursday. A qualified coach, who is not a member of the school staff, runs and organizes these sessions and makes a small charge.

Private Lettings

School will arrange and charge 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. Discretion can be allowed by the Headteacher/ Admin. Officer.

School Property

School will charge parents for damage to, or loss of school property caused wilfully or neglectfully by their children.

Freedom of Information

Information published on our website is free to access, although you may incur costs from your internet service provider. Single copies of information covered by our website will be provided on request to those who cannot access the internet. Further copies will be available at a cost based on the cost of copying per A4 side.

If we have to do a lot of copying or printing, or we incur a large postal charge we will advise of the cost before fulfilling the request. All charges will be fair and reasonable.

Extended Schools

Extra hours in Foundation Stage 1 (Nursery) are offered and charged as follows when available: To charge parents £10.50 per session for any additional sessions over the funded 15 hours per week. Lunchtime to be charged at £1.75 per session.

Before-School Breakfast Club: To charge parents £2.50 per 50-minute session including food, and 50p per half hour session not including food.

Dinner Money: School will charge parents £2.20 for each meal taken by pupils and charge staff £3.00 for each meal taken when not undertaking a lunchtime duty.

Other chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not: (a) Part of the National Curriculum. (b) Part of a syllabus for prescribed public

examination, which the pupil is being prepared for at school. (c) Part of religious education.

(Note: This could include before and after school clubs run by the school)

- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians. At Kilham CE Primary School, there may also be private arrangements made between externally based music teachers and parents.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

Remissions Policy:

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving income support, income based job seeker's allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

Signed:

Date: