

## SWINTON QUEEN PRIMARY SCHOOL

### *Policy Statement for Charges and Remissions*

Co-ordinator: Mrs S. Joyce

The Governing Body of Swinton Queen Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

As far as possible, school tries to use cashless systems. School uses Parent Pay as a cash free system for parents to pay for visits, Breakfast Club and music lessons.

School dinners are provided by Dolce and lunches are paid for by parents through Live Kitchen.

#### **CHARGES:**

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

#### **1. School Journeys in School Hours**

**Residential Visits** – These have always had a high priority in our school and they benefit the children enormously.

For a residential activity taking place mainly during school time, or which meets the requirements of the syllabus for a public examination, or is to do with the National Curriculum or religious education, no charge may be made either for the education or for the cost of travel. This does not stop a voluntary contribution being sought and parents should rest assured that the cost is always kept to a minimum.

However, a charge (not exceeding the actual cost) will be made for board and lodging, except for pupils whose parents are receiving Means Tested Allowances.

Children who receive Income Support or Income Based Jobseekers allowance in their own right are also entitled to receive free school meals. The eligibility criteria are aligned with free school lunch eligibility.

**Day Visits** – During the course of the school year many visits will be organised for classes. These form an essential part of the curriculum. The cost of these is kept to a minimum and may be completely free. When there is a cost involved, in theory it must be optional, and no child will be prohibited from going on such a visit on the grounds of no

payment being made. However, parents need to be aware that if some children do not pay, then the cost for everyone else will increase and this will sometime mean that a visit cannot take place at all.

## **2. Activities outside School Hours**

A charge may be made for approved activities deemed to be optional extras taking place outside school hours. Prior agreement of pupil participation and willingness to make a payment will be required from parents.

## **3. Activities not run by the School or LA**

A non-school organisation which arranges an activity to take place during school hours may charge parents who want their child to join the activity. Parents wishing their child to participate in the activity must obtain the school's permission.

## **4. Musical Instrument Tuition**

Charges will be made for teaching a pupil either individually or in a group of up to four to play a musical instrument or voice, if the teaching is not an essential part of either the National Curriculum. This will normally be provided through Rotherham's Music Service and will be provided in accordance with that service's charging policy.

Rotherham Music Service will continue to set fees for the provision of extra-curricular activities after school and weekends. There is a policy for partial remissions of this fee for subsequent family members and those eligible for free school meals.

## **5. Public Examinations**

No charges will be made for entering pupils for public examinations that are set out in regulations. The governing body must enter a pupil for each examination in a public examination syllabus that the school has prepared the pupil for unless they think there are educational reasons for not entering the pupil, or if the pupil's parents ask in writing that the pupil should not be entered. The LA may not override the governing body's decision on whether to enter a particular pupil for an examination.

## **6. Materials, Books, Instruments or Other Equipment**

The Governing Body may set a charge for materials used in school where a parent indicates in advance that they or the pupil wishes to own the finished article which incorporates the materials. Any charge will not exceed the cost of the materials. Alternatively, the parent may be required to provide the materials in question.

## **7. Breakfast Club**

Where ever possible funding will be obtained to support the running of a Breakfast Club in school. Additionally there will be a small charge for pupils attending Breakfast Club to cover staff wages and food.

## **General**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

## **REMISSIONS:**

Where the parents of a pupil are in receipt of Means Tested Allowances, the Governing Body will offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. 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 Chairman of Governors.

## **Voluntary Contributions towards Approved Educational Visits during the School Day**

The Governors are agreed that parents should be invited to make voluntary contributions towards travelling and other expenses incurred in running non-residential and residential visits. The Governors are further agreed that for these types of visit to go ahead then 90% of travelling and other costs will have to be met from voluntary parental contributions. Under exceptional circumstances the Chair of Curriculum Committee and the Head after discussion can use their discretion to authorise a visit if:

- a) it is in the best interest of all pupils
- b) is considered to be more cost effective for the school.

Under recent legislation, it now means that any visit which is not funded by voluntary contributions to the minimum level agreed by the Governors will have to be cancelled for everyone. Should a visit be cancelled then voluntary contributions made by parents/carers would be returned in full.

Because of the need to know well in advance of the likely contribution made by parents/carers - certainly before any transport is booked etc. - then parents/carers will be invited to make contributions much earlier than in the past. The school now cannot risk the loss of deposits because a trip has to be cancelled at the last minute.

### **Breakages, Damage, Loss of Books**

Pupils are expected to treat all school property with care and respect. In certain cases parents may be asked to pay for the economic cost of repairing, making good, or replacement should any unreasonable damage be caused by the direct result of a pupil's behaviour.

Adopted: ..... Date: .....  
Head

Adopted: ..... Date: .....  
Chair of Governors

Reviewed: ..... Date: .....  
Head

Reviewed: ..... Date: .....  
Chair of Governors

This policy will be reviewed bi-annually.

### **Conclusion:**

This policy should be read in conjunction with:

Education Act 1996 402, 450-458, 460

The Education (School Sessions and Charges and Remissions

Policies)\(Information) (England) Regulations 1999 SI1999 No. 2255,

The Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations  
2003:SI 2003/ 381

The Education (Pupil Registration) Regulations 1995: SI 1995/ 2089 (as amended by  
The Education (Pupil Registration) (Amendment) Regulations 1997: SI 1997/ 2624,  
and by The Education (Pupil Registration) (Amendment) (England) Regulations  
2001: SI 2001/2802)

DfES Circular 2/89

South Gloucestershire Charging and Remissions Policy Statement

EA (School Sessions and Charges and Remissions Policies) (Information)  
(England) Regulation 1999

Governors Guide to the Law

The Equal Opportunities and Race Equality Policy

