

Nelmes Primary School

**Policy on Charging and
Remissions**

June 2018

Introduction

This policy is based on the guidelines and model policy produced by Havering Local Education Authority and thereby fulfils the statutory requirements.

Individual Music Tuition

A charge will be made to parents by **Havering Music School** of pupils receiving individual tuition (or in groups of up to four pupils) in the playing of any musical instrument, except where the tuition is essential to fulfil either the requirements of the National Curriculum or a syllabus for a prescribed public examination (this is unlikely in a primary school and then voluntary contributions would be sought). Where a charge is made it will include all teaching costs and the cost of sheet music and any other relevant items and the hire and insurance of the musical instruments.

Charges are made by Direct Debit and are arranged by Havering Music School.

Board and Lodging

Where a school activity requires pupils to spend nights away from home the school will make a charge for board and lodging in all cases whether or not the residential trip is deemed to have taken place in school hours.

Residential

Charges will be made for the costs of such visits as these will be largely out of school time and are not required by the National Curriculum, the syllabus for a public examination or for statutory religious education purposes. Any amounts where the school may have inadvertently overcharged [higher number uptake than expected etc] will be refunded to parents where the amount per pupil is over £7.00.

Charging for finished products

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

Public Examinations

Charges may be levied for:

- The cost of any entry fee for any examination for which a pupil has not been prepared by the school
- The costs arising from a parental request for the re-assessment of an examination script or associated material
- The costs of any examination entry fee for an examination that is not on the set list but the school arranges for the pupils to take it
- The cost of the examination entry fee where a pupil fails without good reason to complete the requirements of any public examination where the governing body had originally paid the fee

Charges may also be made for the tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

Non-residential Visits/School Based Enrichment Activities

Charges will only be levied where the activities are provided wholly or mainly outside of school hours and where they are not a necessary part of the National Curriculum or syllabus. If the visit/school based activity takes place during school time and supports learning in the National Curriculum parents and carers will be invited to make voluntary contributions. It will be made clear that these contributions are made on a voluntary basis and that the children of parents who do not contribute will not be treated any differently. Where there are not enough voluntary contributions to make the activity possible then it will be cancelled.

Swimming

Parents are invited to make a voluntary contribution towards swimming costs [letting of pool and instructors] as the school provides yearly lessons from Year 3 -Year 5 which is beyond the expectation as set out in the National Curriculum. It will be made clear that these contributions are made on a voluntary basis and that the children of parents who do not contribute will not be treated and differently.

K Cooper
June 2018