

South Cave Church of England Primary School

CHARGING AND REMISSIONS POLICY

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 will be purchased by the school and loaned to those children having lessons. 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

Reviewed 2018



POLICY ON CHARGES AND REMISSIONS FOR SCHOOL ACTIVITIES

Lead directorate/service	Education, Leisure and Libraries
Effective date:	24 July 2001
Review date:	July 2007
Contact officer:	Paul Butler
Contact number:	Ext. 2110
Approved by:	Executive (24 July 2001)

Background:

The Education Act 1996, requires all Local Education Authorities (LEA) and School Governing bodies to determine, and keep under review, policies on charges and remissions relating to school activities. Any charges or remissions by the LEA or Governing Body can only be made in accordance with these policies.

The enclosed Appendix 1 provides details of some of the activities for which a charge may be made, or where there is statutory provision for remission of any such charges.

All Governing Bodies must have a policy on Charges and Remissions for School Activities. It is also be the responsibility of the Governing Body to determine the level of charges and what, remissions, if any, there are to be over and above the statutory minimum. A school may not make a charge for an activity until the governing body has determined its own policy.

A school is still able to ask for voluntary contributions from parents where a child undertakes an activity for which they are not allowed to charge. They cannot, however, insist on payment, nor can they exclude a child from any activity for which a charge is not permitted if the voluntary contribution is not made.

Definitions for the purposes of this policy:

1. **Charges:-** The amount that a parent would be required to pay in order for their child to undertake the activity.
2. **Remissions:-** The amount, or level of subsidy provided by the LEA towards the charge.
3. **“In School Time” and “out of School Time” –** The following definition is extracted from Section 452 of the Education Act 1996 – Part VI – Chapter III.

SECTION 452 - Application of section 451 where education is provided partly during and partly outside school hours etc.

- (1) Where a period allowed for any educational activity at a maintained school falls partly during school hours and partly outside school hours, then –
 - (a) if 50 per cent. or more of the time occupied by that period together with any connected school travelling time falls during school hours, so much of the education provided during that period as is provided outside school hours shall be treated for the purposes of section 451 as provided during school hours, and
 - (b) in any other case, so much of the education provided during that period as is provided during school hours shall be treated for those purposes as provided outside school hours.
- (2) In subsection (1) “connected school travelling time” means time spent during school hours by the pupils taking part in the educational activity concerned in getting to or from the place where the activity takes place.
- (3) Where any education provided at a maintained school is provided on a residential trip, then –
 - (a) if the number of school sessions taken up by the trip is equal to or greater than 50 per cent. of the number of half days spent on the trip, any education provided on the trip which is provided outside school hours shall be treated for the purposes of section 451 as provided during school hours, and
 - (b) in any other case, any education provided on the trip which is provided during school hours shall be treated for those purposes as provided outside school hours.
- (4) In this section “half day” means any period of 12 hours ending with noon or midnight on any day.
- (5) For the purposes of subsection (3) –
 - (a) where 50 per cent. or more of a half day is spent on a residential trip, the whole of that half day shall be treated as spent on the trip, and
 - (b) a school session on any day on which such a session takes place at the school concerned shall be treated as taken up by a residential trip if the time spent on the trip occupies 50 per cent. or more of the time allowed for that session at the school.
- (6) Nothing in section 451 shall be read as prohibiting the making of a charge in respect of board and lodging provided for a registered pupil at a maintained school on a residential trip.

Policy Statement

The LEA does not make any provision for the remission of charges in excess of the statutory requirement. Nor does the LEA retain any funding to meet the costs incurred by such remissions. Where there are remissions, either statutory, or within the Governing Body's policy, the funding falls to the individual school concerned. These costs can be met from the school's budget or from other sources of voluntary funding.

Links with Other Policies

None



EAST RIDING

OF YORKSHIRE COUNCIL

CHARGES FOR SCHOOL ACTIVITIES

ACTIVITY	ASPECT OF ACTIVITY FOR WHICH A CHARGE MAY BE MADE	STATUTORY REMISSION ARRANGEMENTS
1 School or LEA visit (Non-Residential)		
(a) In school time	None	None
(b) Out of school time	All or part of the activity	None
2 School or LEA visit (Residential)		
(a) In school time	Board and lodging	Full remission for children of families in receipt of – <ul style="list-style-type: none"> • income support • family credit • income based job seeker's allowance • disability working allowance
(b) Out of school time	Board and lodging, travel	None
3 Field study visit for public examination purposes	Board and lodging	Full remission for children of families in receipt of – <ul style="list-style-type: none"> • income support • family credit • income based job seeker's allowance • disability working allowance
4 Work experience	Travel from home to placement	None
5 Normal coursework	Provision of materials which ultimately become the property of the pupil providing the parent indicates a wish to own the property.	None

ASPECT OF

ACTIVITY	ACTIVITY FOR WHICH A CHARGE MAY BE MADE	STATUTORY REMISSION ARRANGEMENTS
6 Instrumental music tuition for individuals or in groups of 4 or less (unless provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum)	All	None
7 Examinations		
(a) Prescribed examination for which the pupil has been prepared by the school	None	None
(b) Where the pupil fails without good reason to meet any examination requirement for that syllabus	Cost of Fee	None
(c) Examination which is not prescribed and the pupil is prepared for it outside of school hours	Cost of fee	None
8 Activities which take place wholly or mainly outside school hours (but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education)	All	None