



Pikes Lane Primary School Charging & Remissions Statutory Policy

LEADING SCHOOL | LEARNING SCHOOL | INCLUSIVE SCHOOL | HEALTHY SCHOOL | EXTENDED SCHOOL | REFLECTIVE SCHOOL

Policy Leader: J Walker
Linked Governor Sub Committee: Management
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Pikes Lane School Charging and Remissions Policy

The Governing Body recognises the valuable contribution that the wide range of Additional activities, including clubs and visits, can make towards a pupils education.

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

The relevant statutory provisions are contained in Chapter III of Part VI of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy.

Parents have a right to ask for this information and a summary must be included in the school prospectus. The school must also comply with the Bolton Local Authority Scheme for Financing Schools, Finance Section F7 Charges for Educational Activities.

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument (see music tuition charges below) unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

Voluntary Contributions:

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [However, If insufficient funds are available it may be necessary to curtail or cancel activities].

Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

Permitted Charges:

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). A charge may be made however for board and lodgings on any residential educational visit (subject to the provisions of the LA and school's remissions policy).

1. Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge may be made. The charge will not exceed £10.00

2. Music Tuition

The school levies charges in respect of individual music tuition, and group music tuition, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. The charge for music tuition is £24.00 per term and an additional £35.00 if pupils want to purchase a guitar. Pupil premium children are asked to pay £1.00 per session and can hire a guitar for a £10.00 deposit. In some cases all costs relating to music tuition are waived dependant on the family/pupil circumstances.

3. Residential Activities/Activities Outside School Hours

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an "optional extra". A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

When is an activity held in school hours?

A day visit is in school hours if:

50% or more of the total time (including travelling) occurs in school hours.

As mentioned above school hours do not include the normal midday break.

A residential visit is in school hours if:

The number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel).

A school session equates to a registration session (i.e. 2 per day).

A half-day is a 12 hour period ending at midday or midnight.

4. Uniform

School offers the facility for parents to purchase school uniform. The charges are as below:

Jumpers/Cardigans -	£9.00
Ties	£3.00
Book Bags	£4.00

5. Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

For a lost or damaged book, school asks for a £5.00 contribution.

6. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee and approved by the Governing Body. School has a lettings policy (please refer to this for charges)

7. Breakfast Club

The school provides a breakfast club in the community room each morning from 8.00am – 8.50am. School asks for a voluntary contribution of 50p per day per child.

8. Snacks

School provides snacks for all the pupils. These snacks are provided by the school kitchen (LA). The cost for snacks are £1.50 per week, this amount is set by the LA.

9. Other Charges

The Headteacher, Management Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Remissions Policy

Where non-chargeable education is provided during a residential visit, then the parents of a pupil who is eligible for free school lunch shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

Under current regulations children whose parents receive the following support payments are eligible for free school meals:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Where charges are to be made by the governing body for optional extras, parents may receive a remission for the whole or part of the charge as set out in the school's remissions policy.