

School Policy for

**Charging and
Remission policy**

Braunstone Community
Primary School



Section 1 Introduction

The school conforms to the LA's policy and current statutory regulations. The Governing Body recognises the valuable contribution that a wide range of additional activities including trips, clubs and residential experiences can make towards pupil's 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. However due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The governing body will from time to time, review and amend the categories of activity for which a charge may be made.

Section 2 Charges for visits

A) All visits and Residential

The school should always ensure that parents are notified as early as possible if there is to be a charge and so as to:

- The total cost of the visit
- How much of the cost will come from school or LA funds etc.
- How much each parent will need to pay or be asked to contribute towards the cost of trips or residential
- How much spending money will be needed especially if there is a residential element
- Early notification of all of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit i.e. Transport, accommodation, food etc.

B) During normal school hours

In all schools' visits which occur during school hours must be provided free of charge. However, parents can be asked to make voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled – parents must be notified of this contingency. Pupils whose parents/guardians do not contribute cannot be discriminated against.

The Governing Body may offer to remit the full cost for the residential activity which:

- Takes place during school hours
- Is not an optional extra

The decision to offer to remit the cost of the residential visit

- Income Support
- Income based Jobseekers Allowance
- Family Credit
- Disability Working Allowance

**Parental permission should be obtained in one of two ways:
Sample Parental Declaration.**

Parents sign a declaration which contains:

- ✓ I understand that current legislation permits school to ask for voluntary contributions towards costs involved
- ✓ I understand that no pupil will be discriminated against on the grounds of inability to pay
- ✓ I understand that if sufficient money is not raised by voluntary contributions, then the visit may have to be cancelled

A letter about the visit is sent out to parents and contains a reply slip with a space for a parent or carer's signature and also a section about meeting the costs etc. The essence of which is contained in the example below:

All pupils will need to take a packed lunch with them. Pupils who receive free school meal will be provided with a packed lunch. As we are travelling by coach a small cost will be incurred. Current legislation permits us to ask only for voluntary contributions towards the costs involved.

No pupil will be discriminated against on the grounds of the inability to pay, but if sufficient money is not raised by voluntary contributions, then the visit will have to be cancelled. A contribution of 25% should be sufficient to ensure that the trip can proceed.

Outside normal school hours/ optional extras

The Head Teacher can charge parents for board and lodgings on residential visits as well as the full cost when a visit is deemed to be an optional extra:

- Falls wholly or mainly outside school hours, i.e. a residential trip during the school holidays is an optional extra
- Does not form part of the National Curriculum or the statutory requirements for RE.
-

The parent's agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge. Parental permission should be obtained as follow:

Sample Parental Declaration.

Parents sign a declaration which contains:

- ✓ I understand that legislation permits school to ask for the full cost of the visit
- ✓ I understand that legislation does not require the school to arrange subsidies for the visit
- ✓ I understand that if insufficient number of pupils opt for the visit then the visit may have to be cancelled
- ✓ I understand that my child cannot attend this optional extra visit if full payment is not made by myself/ourselves.

Section 3 Transport in a minibus

No payment is requested/made towards the cost of passengers being carried in the school minibus. Any requests for use need to be formalised by completing a form found in the school office.

Section 4 Individual Instrumental Tuition

There is no cost to the pupil for any instrumental tuition from the normal LA peripatetic provision. The fees for the peripatetic lessons are now in part paid by the school and centrally collected by the LA.

Section 5 Ingredients/materials/equipment (in kind)

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by the parents)

Section 6 Broken Equipment (replacement)

The Governors will allow the Head Teacher to ask pupils and or their parents to contribute towards the cost of replacement items where these were damaged or broken as direct result of misconduct/ lost on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

Section 7 The Freedom of Information Act

Members of the public have a statutory right to ask for information under the freedom of information act. Naturally, no charge is made by the school for information sourced from the schools website – which is very comprehensive.

For parents of present or prospective pupils (including parents who wish information to help them decide if they wish their child to attend the school), single copies of all relevant and available information are provided free of charge. However, should a request for information involve a large amount of nonstandard paperwork or duplication, the school reserves the right to charge 20p per sheet to cover duplication and administrative costs.

When a member of the general public or professional body requests information, then the standard charge will be made to cover duplication, postage and administrative costs.

In all cases where a cost is to be levied the purchaser will be informed of the costs and requested to pay the correct amount in advance (by cash or cheque) before the work is undertaken.

Section 8 Remissions

The Governing Body may remit in full or in part the cost of any activity 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 charges in full or in part. Authorisation for such remission will be made by the Head Teacher in consultation with the chair of Governors.

Section 9 Lettings

All lettings will be in line with LA recommendations

Category:	Finance
Purpose:	To outline the process for dealing with charging in the school
Date ratified:	Spring 2016
Review Date:	Spring 2017
Coordinator/s:	Headteacher/ Leadership Team
Governor link:	Personnel Committee
Signed (& dated) by:	Alan Curtis (Chair of Governors)

DRAFT