

Charges and Remission Policy

Meadow View Primary School



Approved by:	Finance Committee	Date: December 2016
Written:	December 2016	
Next review due by:	December 2019	

INTRODUCTION:

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body's Finance Committee.

Aims and Objectives:

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

Voluntary contributions:

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:

(a) Part of the National Curriculum.

(b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.

(c) Part of religious education.

(Note: This could include before and after school clubs run by the school).

- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.

- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

Remissions Policy:

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving income support, income based job seeker's allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partially remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

To summarise

1. Equipment

Parents are not required to pay for or supply any materials, books or instruments for use in connection with school work. However, they may be invited to provide additional materials for subjects such as PE, Food Technology and Art/Craft.

2. Cooking, Needlework and Craft

The school may charge for, or require the supply of, ingredients and materials. In the Foundation stage, children bake regularly and the school requests a voluntary contribution of £1 per term to cover the cost of ingredients for this.

3. Day visits to place of educational interest

Learning through first hand experience is essential for deep and meaningful learning. Our aim to ensure that all children go on an educational visit at least once per academic year. Parents may be asked to make a voluntary contribution, wholly or partly towards the cost of the activity. We will ensure that we break down these costs. There is no obligation to contribute and pupils would not be omitted from the activity because parents were unwilling, or unable, to contribute. However, the activity may not take place if parents do not support it.

4. Weekend residential visits

In the event of such an activity being organised, please note that it is a parental choice activity, and, therefore, a charge will be made for taking part in the activity. The charge will never exceed the actual cost of the activity divided equally by the number of pupils wishing to participate.

5. Residential visits in school time

Should such a visit be arranged, a charge may be made for board and lodgings, not exceeding the actual cost. Voluntary contributions may be asked for to cover the other costs of such visits.

6. Musical Instrument Tuition

A termly charge is made for peripatetic music lesson and our aim is to subsidise lessons as much as possible; further details are available from the school.

7. Theatre and Other Performances

Parents can be asked to make voluntary contributions towards the cost of these activities. There would be no obligation to contribute and pupils would not be omitted from the activity. Parents can be informed, however, that the activity may not take place if they do not support it.

8. Charges made to parents in respect of damage caused by pupils

In cases of serious, deliberate damage, the Governors of Meadow View Primary reserve the right to charge the parents of the child/children concerned, with the costs of repair/replacement.

Written by: *Karen Smith*: October 2012 reviewed February 2015

Written by : Kerry Taylor December 2016

Agreed by Governors: Agreed by governors 19th February 2015 & December 2016

To be reviewed – December 2019