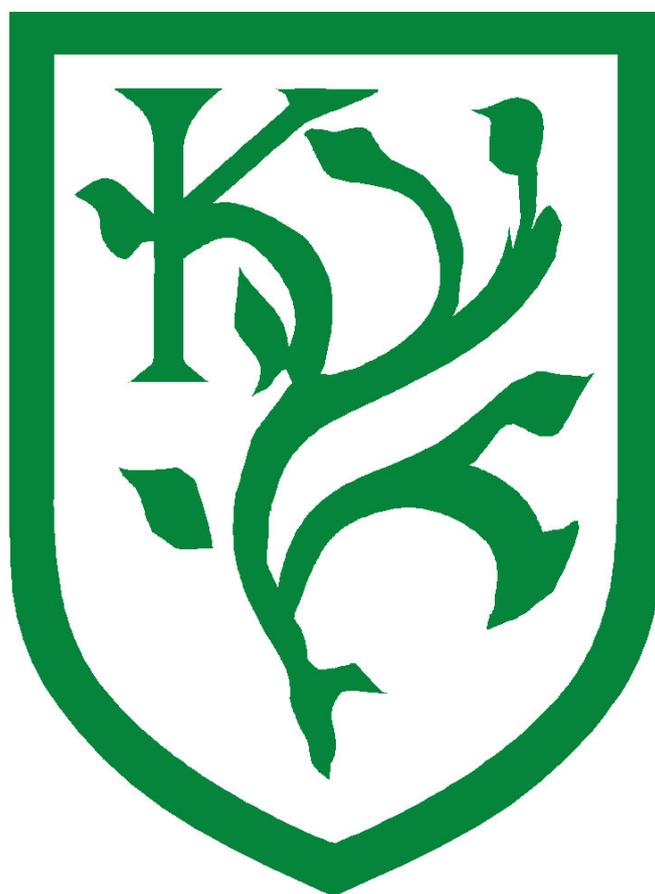


Kitwell Primary School and Nursery Class



Charges and Remissions Policy

Agreed by Governors: June 2015
Review date: Summer 2016

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This policy accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms.

Should any further national guidance be issued that is relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next Governors' meeting.

INTRODUCTION

The purpose of this document is to set out the school's policy on charging and remission for school activities and school visits.

Ideally, we would like to make no charge to parents or pupils for any activity that is relevant to the educational provision which occurs in or out of school. The limits of the school's budget, however, force us to make charges for some activities.

Kitwell Primary School recognises the valuable contribution a wide range of activities and experiences can make to our pupils' learning and their social, moral, spiritual and cultural development.

We aim to promote and provide activities both as part of our broad and balanced curriculum and as additional, optional activities.

CHARGES & VOLUNTARY CONTRIBUTIONS

Optional Extras

Kitwell Primary School tries to provide a range of activities outside of the compulsory curriculum.

Parents are notified in advance of these activities and their estimated cost, and payment will be requested.

Parent / carer consent is obtained for a pupil's participation in any activity where a charge is made.

Charges depend upon the type of activity, its total cost and the number of participants.

The charge will not exceed the total cost of providing the activity.

Charges could include an appropriate element of a pupil's travel costs, board & lodgings, materials, books, instruments and other equipment, extra staff costs, entrance fees and insurances.*

Where the activity is provided to fulfil any requirements specified by a public examinations syllabus, or to fulfil statutory duties relating the National Curriculum then it is not regarded as an optional extra and only board and lodging charges may be made.

**See Charging for school activities, DfE guidance October 2014*

Residential Activities

If the activity is during school hours, charges will be made for the board and lodging element of such activities, and parents / carers will be asked to make a voluntary contribution towards travel expenses, entrance fees etc.

Parents / carers will be notified in advance of any residential activities and their estimated costs, and parent / carer consent obtained for all pupils participating in the residential activity for which a charge is being made.

Charges will be calculated by reference to the actual cost of providing travel, activities, board and lodging for each pupil; no other cost will be covered by this charge.

Educational Visits (all classes)

Additional voluntary contributions may be asked for planned visits that occur.

Parents / carers will be notified in advance of such visits and their estimated cost, and parent / carer consent obtained for all pupils participating in the visit for which contributions are asked.

If insufficient voluntary contributions are raised to fund a visit then it may be cancelled.*

All contributions received towards trips will be banked. In the event of a trip being cancelled, a cheque will be issued to reimburse parents/ carers.

If parents / carers are unwilling or unable to pay, the pupil will still be given an equal chance to go on the visit.**

- ** Where the shortfall, through inadequate or insufficient voluntary contributions, is greater than 10%, the Headteacher will determine whether the activity needs to be cancelled. Also see **GENERAL**.*
- *** Please refer to school's Behaviour Policy for circumstances in which a child may not be able to go on visit.*

Materials, Equipment & Ingredients

Kitwell Primary School reserves the right to ask for voluntary contributions towards the cost of materials, equipment or clothing* for activities which take place within school hours – for example, design and food technology lessons.

It will be the responsibility of the parents / carers to cover the cost of purchase or hire of instruments, materials, equipment or clothing* for activities which take place out of school hours and which are purely voluntary and optional.

** It remains parents / carers responsibility to supply school uniform, including full PE kit.*

Music Tuition

Kitwell Primary School reserves the right to charge for individual tuition in the playing of a musical instrument whether in or out of school hours, although all music lessons are currently free to pupils.

Community Use

Kitwell Primary School may arrange to let its premises and facilities to members of the local community, other organisations, businesses, charities and sports clubs.

This is covered under a separate policy.

General

The cost of repairing damage and replacing school property or equipment (lost, defaced or damaged) remains the responsibility of the parents / carers when this is as a result of a pupil's behaviour or negligence.

Parents / carers should advise their child(ren) not to bring valuable items into school. Kitwell Primary School takes no responsibility for any lost or damaged items.

Kitwell Primary School may from time to time amend the categories of activity for which a charge may be made.

When asking for voluntary contributions, Kitwell Primary School will always indicate whether the activity will be prevented from going ahead in the absence of sufficient funds.

Remissions

Parents / carers may apply to Kitwell Primary School for remission of charges in whole or part towards the charges for activities or for financial support. This is available on a case by case basis.

The school may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the school's discretion.

In other circumstances, there may be cases of family hardship which makes it difficult for pupils to take part in particular activities for which charges are being made.

When arranging a chargeable activity, Kitwell Primary School will invite parents / carers to apply in confidence for the remission of charges in part or in full.

Parents / carers may be requested to provide proof of their income or benefit.

Authorisation of the remission will be made by the Headteacher in consultation with the Chair of Governors.