

Goddard Park

Community Primary School

An Integrated Children's Centre



Headteacher: Mike Welsh

Everybody learns, everybody cares

CHARGING AND REMISSION POLICY

Reviewed – May 2010

General Principles

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

Schools cannot charge for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- Optional Extras. (see below)
- Music Tuition, in limited circumstances (see below).

Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- transport that is not required to take the pupil to school, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential trip;
- any materials, books, instruments, or equipment provided in connection with the optional extra.
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Residential Trips

The School will not charge for:

- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

The School will charge for:

- board and lodging, but the charge will not exceed the actual cost.

When the school informs parents about a forthcoming trip, they will make it clear that parents who can prove they are in receipt of the following benefits at the time of the trip will be exempt from paying the cost of board and lodging:

- Income Support; (or Guaranteed Pension Credit for over 60 years)
- Income-based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed the most recent limit notified by the Local Authority (£16,190 at time of writing).

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

Music Tuition

Although the law states that all education provided during school hours must be free, specialist music lessons are an exception to this rule. Charges may be made for tuition in playing a musical instrument where the child is not in public care, and the teaching is not an essential part of the National Curriculum. Remission on these charges will be considered by the Local Authority Music Service for children who are entitled to free school meals providing the lessons are taught by a Local Authority Music Service approved teacher. Lessons can be for either an individual pupil or groups of any size appropriate to the lesson and health and safety considerations.

The costs, or a proportion of the costs, for providing teaching staff for tuition in playing a musical instrument outside school hours may be charged, if the tuition is not part of the National Curriculum. This is a permitted optional extra.

Transport

Schools will not charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip.

Childcare and ‘Wrap-around’ Care

Childcare and ‘wrap-around’ care are optional extras and as such the governors will charge carers the full cost of providing this care. In assessing the level of these fees all staffing and premises costs will be taken into account. The governors have taken the decision that all Goddard Park Community Primary School staff will be entitled to a 33% reduction in childcare and ‘wrap-around’ care fees for their own children. Staff are responsible for ensuring that they declare this remission to customs and excise as appropriate.

School Meals

As an ‘optional extra’ the School will make a charge for school meals production. This charge will cover staffing, consumables and premises costs, but it is accepted that the charges made may not cover the full cost of meal production. The governors have determined that the educational benefits of providing a nutritionally balanced meal in the middle of the day, at a cost that can be afforded by parents, supports their decision to subsidise meal production with funds from the School budget where necessary.

The School will not charge for school meals where parents/carers are in receipt of the following benefits:

- Income Support;
- Income-based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family’s income (as assessed by the Inland Revenue) does not exceed the most recent limit notified by the Local Authority.

Breakages And Damage To School Property

The School Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

Voluntary Contributions

Nothing in this policy or legislation prevents the governors from asking for voluntary contributions to benefit the school or any school activities. If the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a trip, then it may be cancelled.

REVIEW

The School Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.