

KEELHAM PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY



Approved by: D Butler

Date: October 2016

Last reviewed on: October 2016

Next review due by: October 2019

CHARGING AND REMISSIONS POLICY

The Education Act 1996 establishes that, with certain exceptions, education in school shall be provided free of charge and that in general no charge shall be made for admission to the school.

This policy identifies how the Governing Body will make charges within that framework.

1. The Head teacher or Governing body will ask parents for a voluntary contribution towards the cost of:
 - Educational visits both within and outside of normal school hours
 - Visiting performers, authors, artists, and other groups or individuals who may charge for their services to school.

Such contributions will be entirely voluntary and pupils whose parents are unable or unwilling to contribute will not be discriminated against. If insufficient voluntary contributions are received and there is no way to make up the shortfall, the activity will be cancelled.

Refunds for non-attendance of event cannot as a rule be honoured unless the event is covered by insurance, such as residential visits.

2. The Head teacher or Governing body will charge for the actual cost of board and lodgings for residential visits.

Where the trip takes place wholly, or mainly, during school hours, children where parents are in receipt of the following support payments will, in addition to having a Pupil Premium entitlement also be entitled to a revision of these charges:

- *Income support*
- *Income based job seeker allowances*
- *Support when part IV of the Immigration and Asylum Act 1999*
- *Child tax credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £13,230.*

Where the trip takes place outside of school hours, but is necessary as part of the National Curriculum or forms a part of a presented examination that the school is preparing for the pupil to sit or is part of the syllabus for R.E, a similar entitlement to remission of charges applies.

3. The Head teacher or Governing Body will make a charge for the cost of instrumental music tuition for up to and including four pupils unless the tuition forms part of a syllabus for a presented public examination that the school is preparing the child to sit, or is part of the National Curriculum or syllabus for R.E in which case no charge will be made.
4. The Head teacher or Governing Body will NOT charge for the cost of transport when transport is incidental to the education provided. That is in cases where transport is required to or from some premises other than the normal school premises when education is being provided for pupils of the school by direction of the Governing Body or L.E.A.
5. The Governing Body will however seek voluntary contributions towards the cost of transport for other visits or education as in (1) above.
6. The Head teacher or Governing Body will make a charge for the replacement of items/equipment which are largely for use outside school and have been lost or broken.
7. The Head teacher or Governing Body will make a charge for the Nursery club each week as this is in addition to the allocated 15 hours for nursery provision.
8. The Head teacher or Governing Body will make a charge for the cost of The Crew, Breakfast and After School Club for staffing and resources. The Governing Body will allow the Head teacher to waive the charge in certain circumstances using professional judgment.
9. The Head teacher or Governing Body will make a charge to the parents of pupils who choose to attend any voluntary after school clubs and activities for which a cost is incurred for:-
 - Staffing
 - Travel
 - Materials and equipment
 - Entrance fees
 - Insurance costs

This policy was agreed by the Governors on 24th November 2003

It was reviewed on 18th October 2016.

It will be subject to further review during the Autumn Term 2019