Working together to be the best that we can be

Russells Hall

Primary School

Charging and Remissions Policy

Version Number	004
Date Published:	March 2024
Persons Responsible:	Business Manager
Approved By:	Governors
Review date:	March 2025
Policies Linked To:	- Data Protection Policy - Data Retention Policy

Introduction

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charge

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- 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;
- 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 that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;

- transport provided in connection with an educational trip.

Publication of Information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
- travel
- materials and equipment
- non-teaching staff costs
- entrance fees
- insurance costs
- individual tuition in the playing of a musical instrument breakages and replacements as a result of damages caused wilfully or negligently by pupils at the discretion of the Headteacher
- Sale of documents in line with the Publication Scheme.
- Private phone calls
- Private photocopying
- Use of staff expertise

Remissions for School Residential Trips that occur during school hours

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:
a) Income Support;
b) Income Based Jobseeker's Allowance;
c) Support under part VI of the Immigration and Asylum Act 1999;
d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed £13,480 (FY 04/05).
In respect of (d) above account will be taken of any revision to the amount as advised by the Authority.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- educational visits
- transport to swimming sessions

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge in addition the following will be made clear to parents:

A) That the contribution is genuinely voluntary and a parent is under no obligation to pay; and
b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:

- pay for entrance to museums etc.
- pay for transport of pupils and accompanying adults
- pay for travel insurance