

Glenmere Primary School



Langmoor Primary School

# Charging and Remissions Policy

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# CHARGING AND REMISSIONS

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## 1. Introduction

- 1.1. The governing body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards the children's personal and social education. They aim to promote and provide such activities both as part of a broad and balanced curriculum, and as additional optional activities.
- 1.2. Under Sections 106 - 111 of the Education Reform Act 1988, it is illegal to make charges for certain activities which take place wholly or mainly in school hours, although voluntary contributions may be requested. The Governing Body consequently reserves the right to request payment or contribution in accordance with the provisions of this policy.

## 2. Principles

- 2.1. No child will be denied the opportunity to participate in activities for which a voluntary contribution is requested in the event that their parent cannot make a contribution.
- 2.2. Charges and suggested amounts for voluntary contributions will be kept to a minimum to cover only proportionate costs for an individual child.
- 2.3. The governing body may, from time to time, amend the categories of activity for which a charge is made.
- 2.4. To enable a breadth of activity to take place, the governors recognise that substantial sums of money will at times be requested from parents. It is also recognised that without 100% support some activities would have to be cancelled. The Governors and Headteacher will constantly monitor their charging policy to ensure that the burden of parents is not too great.

## 3. Voluntary Contributions

- 3.1. The following types of activities will attract voluntary contributions:

School journeys within school hours	Parents will be asked to make a voluntary contribution towards the cost of transport, entrance fees and specialist teaching instruction.
Visiting groups invited to the school	Parents will be asked to make a voluntary contribution towards the cost of bringing in external groups, such as theatre groups or providers of enrichment activities

- 3.2. Any activity that cannot take place without sufficient contributions will be notified to parents at the planning stage.

## 4. Charges

4.1. Charges will normally be made for the following activities:

Residential Visits	<p>The cost of board and lodging will be charged to parents and will not exceed the actual cost to the pupil.</p> <p>Parents will be asked to make a voluntary contribution towards the cost of transport.</p> <p>Any fees for specialist teaching instruction will be charged in full.</p>
Design and Technology, including cooking activities	<p>Parents may be charged for ingredients and materials or may be requested to provide them, if they have indicated that they wish to own the finished product.</p>
Music Tuition	<p>Parents will be charged the hourly rate of instrumental tuition, dependant of the length of music lesson and the number of children in the group. These fees are payable direct to Leicestershire Arts in Education.</p>
Extra-curricular Activities	<p>Many clubs are run either during lunchtime or after school hours by members of the teaching staff. No charge is made for these.</p> <p>When 'outside' professional staff run activities the school may be charged for their services. If a charge is made for running such clubs, children attending will be asked to pay the full fee.</p>

## 5. Remissions

5.1. It is acknowledged that there may be cases of family hardship, or other reasons which make it difficult for pupils to take part in particular activities for which charges are made. Parents will always be advised of the remissions policy and will be invited to consult the Headteacher in confidence for the remission of charges in part or full. Authorisation of remission of charges will be made by the Headteacher in consultation with the Chair of Governors.

5.2. Parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. The benefits to which this applies can be viewed at <http://www.education.gov.uk/schools/adminandfinance/financialmanagement/goodpractice/b0011770/charging-school-activities/residential-visits>

## 6. Refunds

6.1. In the event of a child being unable to take part in a school activity for which a payment or voluntary contribution has been made, or if such an activity is cancelled, then refunds will be made whenever possible taking account of unrecoverable charges incurred by the school.

6.2. Refunds will be at the discretion of the governing body (finance committee).