

Littledean C of E Primary School

Charging and Remissions Policy

'People with time for Children'

Introduction

The school wishes for all pupils the best possible educational opportunities available within the funds allocated by the Local Education Authority. The law states very clearly that education during school hours is to be free of any compulsory charge to parents and the school endorses that principle and is committed to uphold the legal requirements.

It is recognised however, that many educationally valuable activities have been and will continue to be dependant on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for the pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances – provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of Littledean School has decided that until further notice its policy will be as follows:

Day Visits

For visits during school time the school will invite a voluntary contribution from parents to meet the costs. For visits outside of school time parents will be charged for all allowable costs*. Charges may be waived or reduced for children whose parents make application to the Head Teacher.

Residential visits during school time

The school will invite voluntary contributions from parents to meet costs other than childrens board and lodgings. Parents will be charged for the full cost of childrens board and lodgings. Charges may be waived or reduced for ~~other~~ children whose parents make application to the Head Teacher.

Residential visits outside school time

Parents will be charged for the full cost of the visit, including all allowable costs* and board and lodgings. Charges may be waived or reduced for children whose parents make application to the Head Teacher.

***Allowable costs include:**

- The pupils travel and subsistence costs;
- Materials, books, instruments and other equipment;
- Non teaching staff;
- Costs of teaching staff where separately engaged under a contract for services for the visit or activity;
- Entrance fees to museums, castles, theatres etc.
- Insurance costs

Instrumental music on an individual basis

Any tuition provided during school hours is currently charged to parents and a charge is made for the hire of the musical instruments used in individual (or small group) tuition. A

Bursary toward the tuition fee is given in respect of children who are entitled to free school meals.

Classroom Materials

At present we do not intend that any charge will be made for material or equipment. However for certain practical activities (Technology, cookery etc.) parents may be invited to provide material or ingredients on a voluntary basis. Where the parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. For all other activities outside of school hours, the school reserves the right to charge up to the cost of the activity.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip which may include specific costs in relation to pupils with special needs. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

Remissions Policy

The Head Teacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances. The Head Teacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

The Governors of the school are required to keep their policy under review. The review will take place annually at the Governors Finance and Premises Meeting.

Written / Reviewed – September 2014

Approval by Full Governing Body – 10th October 2014