

Putnoe Primary School

Charging and remission of charges for school activities Policy

The Head Teacher and Governing Body recognise the valuable contribution that the provision of a wide range of experiences and activities can make towards pupils' education and personal development.

The Head Teacher and Governing Body aim to promote and provide such experiences and activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Many activities however, have associated costs and cannot be provided unless voluntary contributions or charges are requested from parents.

This policy complies with the requirements of the Education Act 2011.

'Parent(s)' includes the adult(s) with responsibility for the pupil

CHARGING POLICY STATEMENT

- All pupils should have access to school activities regardless of family income
 - Activities should be provided at minimum cost to parents and the school
 - Activities and experiences that add value to the curriculum should be encouraged
1. The Education Act 2011 confirms the principle that education provided by any maintained school for its registered pupils should be free of charge if it takes place during school hours.
 2. Where education is provided for registered pupils outside school hours and is not required as part of the syllabus for a prescribed public examination or to fulfil statutory duties relating to the national curriculum or religious education, such education is defined by section 109 of the Act as an 'optional extra' and charges may be made. Where an activity takes place partly during and partly outside school hours it will be deemed to take place wholly during or wholly outside school hours in accordance with the provision of section 107 of the Act.
 3. Charges will be made for optional extras and may include an appropriate element for:
 - Pupil's travel costs
 - Pupil's board and lodging costs (if appropriate)
 - Materials, books, instruments or other equipment
 - Non-teaching staff costs
 - Teaching staff costs, including the cost of travel and board and lodging where a teacher has been engaged specifically for the purpose of providing the activity. The cost of any teacher employed by the Authority under a contract of employment may not be included.
 - The charge levied for each optional extra will not exceed the total cost of the activity.
 4. The cost of an optional extra will be determined on the basis of the cost to each individual pupil participating in the activity. The amount of any charge

shall be payable by the parent of the pupil concerned although participating in any optional extra must be subject to parental agreement.

5. A charge will be made for the use of musical instruments where tuition is part of an extra curriculum activity or where members of the Borough Music staff are engaged.
6. The Governing Body reserves the right to amend the categories of activities for which a charge may be made.

Remissions

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits, where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Families qualifying for full remission of charges Parents/carers in receipt of:

- Income Support (IS)
- Income-based & Contribution-based Jobseekers Allowance(JSA) or Employment and Support Allowance (ESA) on an equal basis
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit without Working Tax Credit (WTC) and
- family's income (as assessed by the Inland Revenue) does not exceed £16,190
- Guaranteed element of State Pension Credit
- Entitled to Working Tax Credit run-on (for a further four weeks after no longer qualifying for WTC)
- Income-related Employment and Support allowance (IRESA) Families who may claim help with some of the charges: The Headteacher or Governing Body may remit in full, or part, charges in respect of a pupil, if it feels it is reasonable in the circumstances.

If parents are experiencing financial difficulty they are invited to write in confidence to the Headteacher of their school. Support for cases of hardship will come through voluntary contributions and fund raising. General Considerations We recognise our responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following:

- We shall advise parents at the earliest opportunity of visits and their approximate cost
- We shall have a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

Damage and Loss

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/Executive 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 a school. The charge to be the cost of replacement or repair, or such lower cost as the Head teacher may decide.

Voluntary Contributions

The existence of policies on charging and remission of charges does not prohibit voluntary contributions being sought for the benefit of the school activity. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

In making a request or invitation for voluntary contributions it will be clear that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made a contribution.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

Activities arranged by third parties

None of these provisions of these policies will apply in those instances where a third party levies a charge direct to parents in return for services provided in accordance with the terms of Section 118(4) of the Act.

It was agreed at the Governing Body Meeting held on 12th February 2004 that no allowance or expenses will be paid to governors.

Private Photocopying	A4	4p
	Double	6p
Personal telephone Calls	Local	10p
	National	17p

Telephone calls and photocopying will be written in a book at the office.