



SHAWLANDS PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY

Introduction

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

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 Charges

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

Appropriate charges may be charged for the following:

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) entrance fees
- (c) individual tuition in the playing of a musical instrument
- (d) any other education, transport or examination fee unless charges are specifically prohibited
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (f) extra-curricular activities and school clubs.

Remissions

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals, the Governing Body will remit in full the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours).

At the Headteacher's discretion, remissions may apply to each charge (as specified in the Charging Section) to enable full inclusion of children who are in receipt of support payments as specified above.

Voluntary Contributions

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

- a) educational visits.

The terms of any request made to parents will specify that the request 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.