

William MacGregor Primary School



Charging and Remissions Policy

Ratified by staff and Governors - July 2017
Review date - July 2018

Our Vision



UNCRC



Article 28: Children and young people have a right to an education. Discipline in schools should respect children and young people's human dignity. Primary education should be free.

Article 29: Education should develop each child's personality and talents to the full. It should encourage children and young people to respect their parents and their own and other cultures.

Article 2: The Convention applies to everyone under 18 whatever their race, religion, abilities, whatever they think or say, whatever type of family they come from.

Article 3: The best interests of the child must be a top priority in all actions concerning children.

Introduction

The Governing Body of William MacGregor Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad, balanced and creative curriculum for the pupils of the school and as additional optional activities.

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

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

Definitions

Community Facilities - activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision - provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings - letting to an organisation other than the school

Remission - where a charge is not payable, either in full or in part

Sinking Fund - a reserve put aside over a number of years to pay for major maintenance or renewal cost.

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 an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- Entry for a prescribed public examination, if the pupil has been prepared for it 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 the schools basic curriculum for 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

Charges

The Governing Body of the School reserves the right to make a charge in the following circumstances for activities organised by the school:

- (a) Board and lodging on residential visits (not to exceed the costs)
Charges for residential visits both in the UK and abroad will be the full cost of the visit. Payment will need to be paid in full by the date specified by the school. If full payment has not been received by this date, the child's place will be cancelled and the parent/carer will lose their deposit. (This figure is determined by the provider and is stated in their terms and conditions). For families experiencing financial hardship, (for example those families in receipt of free school meals, or experiencing a temporary loss of earnings) a reduction in the cost can be agreed between the family and the school. Parents/carers should contact the headteacher directly if they would like to discuss a reduction in the cost.
- (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) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) Individual or group tuition in the playing of a musical instrument
Charges are made termly and are dependent on the group number to cover the cost of the teacher and instrument hire charge. For children eligible for Free School Meals there is no charge.
- (d) Re-sits for public examinations where no further preparation has been provided by the school
- (e) Costs of non-prescribed examinations where no further preparation has been provided by the school

- (f) Any other education, transport or examination fee unless charges are specifically prohibited
- (g) Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) Extra-curricular activities and school clubs - **extra-curricular sports provided by the school staff will be funded through the Sports Premium. Clubs which require additional resources, for example cooking ingredients, will have a small charge of £1 a week. External providers, for example Aston Villa coaching, will charge their own fees. There will be a charge of £3 per session per child.**
- (i) Letting of the school premises or grounds - [See Lettings policy.](#)
- (j) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
This is provided by an external provider. 'Dragonflies' is a governor run before and after school childcare club. The charge for before school (7.30am-8.40am) is £4 and after school the charge is £8 (3.15pm - 5.30pm).
- (k) Charges for materials or ingredients where the pupils wish to have the finished product
- (l) Cost of transport to take part in work experience

Remissions

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. [Details on charges are given on page 3.](#) 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 HMRC) does not exceed £15,575 (Financial Year 08/09).

Voluntary Contribution

Parents will be invited to make a voluntary contribution towards the cost of additional activities which take place in school time.

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.
- c) 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.
- d) Most contributions for trips will not exceed £15. On occasion when a trip is a greater distance and travel expenses are greater, then the contribution asked for may be greater than £15. For families experiencing financial hardship, (for example those families in receipt of free school meals, or experiencing a temporary loss of earnings) a reduction in the cost can be agreed between the family and the school. Parents/carers should contact the headteacher directly if they would like to discuss a reduction in the cost.
- e) If 80% of costs for the trip are not received, then the trip will be cancelled.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

Date of Policy approval _____

Date of Policy review _____

Policy approved _____
Chairperson