

## Gainsborough Primary School

### Charging and Remissions Policy

June 2017

The Governors wish for the children at Gainsborough to enjoy and engage with the widest possible range of activities and experiences. To meet this aim, it may be necessary to charge or request voluntary contributions for some activities.

The school has adopted the guidance from the Local Authority.

*“In general, no charge can be made where education is provided wholly or mainly during school hours that are part of the national curriculum. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums during school hours.”*

Schools are not permitted to charge for;

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours as part of the National Curriculum, or part of a syllabus for a prescribed examination that the pupil is being prepared for at the school, or the syllabus is religious education;
- Supply teachers to cover for those teachers who are absent from school whilst accompanying pupils on a residential trip. ([www.education.gov.uk](http://www.education.gov.uk))

Schools can charge for;

- Any materials, books, instruments and equipment that parents wish them to own.
- Optional extras – see below
- Music and vocal tuition in limited circumstances – see below
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#### **Extended School Charges for Breakfast Club**

The Governors have agreed that the following charges will apply for the Academic Year 2017/18

Breakfast Club: £2 for individual child.

These charges cover the costs of food (Breakfast club), staffing and equipment purchased for sole use within these sessions.

The Governors have also agreed to provide a free Breakfast Club for Year 6 and 2 pupils during SATs week in May. This is reviewed on an annual basis.

#### **Voluntary Contributions**

In order to assist with the funding of some activities, including theatre trips, the Head teacher or governing bodies may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- any activity that takes place outside of school hours
- school equipment
- school funds generally

The pupils of the parents who are unable or unwilling to contribute will not be discriminated against and other sources of funding may be sought to support such pupils.

As there is no legal reason why a school should not invite parents/carers to make voluntary contributions towards the cost of providing activities within and outside school hours, this may be done periodically.

**School journeys and day trips etc, therefore only operate if parents provide the voluntary contributions suggested by the school.**

If only some were to do this and it was considered that insufficient funds were available to make the proposed activity viable, then in the interest of fairness amongst all the children the school journey, day trip or visit may be cancelled.

The following paragraph may be included in all letters to parents when excursions are being planned and voluntary contributions are applicable:

***It is necessary to ask for voluntary contributions for this visit to take place. There is no obligation to contribute but it will be necessary to have substantial voluntary contributions in order that the trip may take place. However, if we do not have sufficient voluntary contributions, in fairness to all, the visit will not go ahead for any of the children.***

### **Refunds**

- Monies paid in advance are non-refundable where the school has committed funds to pay for the activity and no refund would be payable to the school. Refunds will only be given at the Governors' discretion for exceptional circumstances.
- If a child is unable to attend a trip due to bad behaviour no refund will be made if funds have been committed by the school for the trip
- A refund will be offered to parents when a trip makes a profit of 5% on the total cost per person or £5 (whichever is the greater)

### **Residential Trips**

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

The Headteacher should advise all parents in receipt of the benefits below that they are exempt from paying the cost of the board and lodging. Evidence will be required from parents in order to be exempt.

- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit
- Guarantee element of State Pension Credit; and
- An income-related employment and support allowance, as introduced in October 2008.

A similar entitlement applies where the trip takes place outside of school hours but it is a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus is religious education. If the trip takes place outside school hours and **does not** form part of the above, the school can make a charge for transport.

### **Instrumental Music Tuition**

A charge may be made for instrumental music tuition that is not required by the National Curriculum for individuals and small groups, unless the tuition forms part of the syllabus for a prescribed examination (e.g. GCSE), that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

### **Charges for "finished products"**

We may make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where the parents have indicated in advance that they would like their child to bring home the finished product.

## **Optional Extras**

This kind of activity can be charged for where

- The activity takes place outside school hours.
- Is not part of the National Curriculum

Charges may be made for:

- Pupil's travel costs
- Board and lodging
- Materials, books and other equipment
- Non-teaching staff costs
- Entrance fees to museums, theatres etc.
- Insurance costs

The cost of engaging a teacher, who is already employed by the Authority, on a contract for service, as distinct from a contract of employment, specifically for the activity.

## **Clothing**

Although no charge can be made for "equipment" for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents can therefore be asked to provide their children with such things as PE kit, protective aprons and sports kit.

## **Information on charging and remissions policy**

Parents are entitled to information about a school's charging and remissions policy, and governing body ensures that this is available on the school website and may be requested in hard copy during school hours, for which a small charge will be made, in line with this policy.