



## Charging and Remissions Policy for School Activities

This policy is based on the principle that the State education should be provided free of charge to all children. The aim of the policy is to provide clear guidance on those activities that are to be provided free of charge and those for which a voluntary contribution may be asked for. No charge is made for equipment, materials or any requirement for the School's curriculum or studies as part of the National Curriculum.

### **Voluntary Contributions**

Although the school does not charge for school-time activities (those held during the course of the normal day), we can on occasions invite parents to make a voluntary contribution to make School Funds go further. If a particular activity cannot take place without some help from parents, then this will be explained at the planning stage. The essential point is that no child will be left out of an activity because his or her parent cannot or will not make a contribution or any kind.

### **Educational Visits**

As a school we value the part that visits play in enhancing the curriculum as well as the overall development of our children. Educational visits cost money and therefore we always need to consider value for money.

The following factors are considered when staff plan visits.

- Cost of transport (get at least 3 quotes).
- Admission charge.
- Additional charges (e.g. guide /hands on experiments, extra helpers etc.).
- The overall cost.

Parents should be given as much notice of a visit as possible in a letter. The letter should outline the purpose of the visit; ask for a voluntary contribution, permission and a cut off date for a reply.

If insufficient funds are available by this date then it may be necessary to cancel the visit.

### **Residential Visits**

For a residential activity taking place largely during school time, or essential to the education provided by this school, then no charge may be made for the education or travel time. Only parental contributions may be sought. However, charges can be made for board and lodgings. Children eligible for free school meals or families in receipt of Income Support may be given support if use is made of LEA residential centres and parents will be notified of this.

### **Remissions**

The Governing Body be authorised to remit all charges payable in respect of board and lodgings for the duration of a residential trip if the parents are in receipt of the following state benefits:

- i. The Guarantee element of State Pension Credit
- ii. Pension Credit
- iii. Income Support (IS)
- iv. Income-based Jobseeker's Allowance (IBJSA)
- v. Support under part VI of the Immigration and Asylum Act 1999
- vi. Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16,040 (and they are not in paid employment).

## **Damage to Property**

The Governing Body may reserve the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

## **Education Outside School Hours**

Any activity which takes place wholly or mainly outside school hours (as defined in the legislation) and is not provided as part of the syllabus for prescribed public examination and is not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. Such an activity is defined as an 'optional extra' and may be charged for. Charges for 'optional extras' outside of school hours may include:

- travel, board and lodging for pupils;
- materials, books, instruments and equipment;
- entrance charges to facilities;
- staff costs – both support and teacher costs (where a teacher / instructor has been engaged specifically to provide the activity. These teachers should be given a separate contract to provide the optional extra.)
- insurance.

With an 'optional extra':

- parents can choose whether their children attend or not;
- no profit can be included in any charges made – the charge to be based on the actual cost of the activity;
- a charge will not include a share of the cost of any remissions. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fund-raising.

(NB: when 50% or more of an activity, including travelling time, takes place during school hours no charge can be made).

## **Swimming**

Children walk to Brookvale Recreation Centre. At present the only cost is for tuition. This is met from the School Budget.

2003  
Reviewed March 2006  
Updated and Reviewed March 2010  
Reviewed 2014

*Policy to be reviewed when there is a change in HBC Policy or a change in legislation.*