



Charging and Remissions Policy

"I have come in order that you might have life – life in all its fullness." John 10:10

Christ taught us that his purpose was to give life in all its fullness. Through our Christ like attitude we seek to do the same.

This is at the heart of all we do.

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Policy reference material, guidance or link policies	
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Charges for School Activities

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Local Authority. The law (Section 449-462 of the Education Act 1996) states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle. It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure, as far as possible, that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of Kingsholm C. of E. Primary and Nursery School has decided that until further notice its policy will be as follows:

Guidelines

Education provided for the pupils of Kingsholm Primary and Nursery School should be free if:

- (a) it takes place wholly or mainly during school hours;
- (b) it is outside school hours but is part of the National Curriculum or is part of the statutory religious education.

We aim to promote and provide activities both as part of a broad and balanced curriculum for children and as optional extras. The Governing Body intends to charge parents the full cost of the following areas of activities:

- (a) Residential visits - in all instances where a school activity involves pupils in nights away from home, a charge will be levied to meet the cost of board and lodging, except in those cases where the remissions policy is applicable (see Remissions paragraph);
- (b) costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours if the tuition is provided at the request of the pupil's parent;
- (c) activities which take place wholly or mainly outside school hours but which are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

Voluntary contributions

The governing body will request parents to make voluntary contributions to support school activities whether during or after school hours, residential or non-residential.

There is no obligation for parents to contribute and no pupil whose parents are unwilling or unable to pay will be discriminated against on this account and will not be excluded from an activity. Where a parent is unwilling or unable to make the full contribution that is suggested by the school a lesser contribution may be negotiated to ensure some contribution is made towards the cost. Making a lesser contribution will not influence the nature of the activity for the individual child.

Where the level of voluntary contributions falls short of the actual cost the shortfall may be met from the budget or fundraising at the Headteacher's discretion up to the rate of 10% of the overall cost for activities up to and no more than £200. However, where there are not enough voluntary contributions, and there is no way to make up the shortfall, then the activity may be cancelled. The possibility of the activity/visit being cancelled should be made clear in the information sent to parents.

Education outside school hours may be charged where they are defined as optional extras. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made. A contribution from the budget towards any optional extras will be at the discretion of the Headteacher.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

In calculating the cost of optional extras an amount may be included in relation to:

- (a) a proportion of coach fare
- (b) the cost of insurance
- (c) board and lodgings
- (d) materials and equipment
- (e) non-teaching staff costs
- (f) entrance costs to museums, castles, theatres, etc.
- (f) any costs of engaging staff specifically for the purpose of providing the activity.

Visiting group

Theatre groups (e.g. puppeteers), musicians, writers, artists etc. are invited in to work with the children about once per term in our policy to provide an enriched curriculum. To cover the costs parents will be asked to make a voluntary contribution.

Loss/damage

Loss of, damage to or breakage of school property, e.g. books, furniture, equipment, windows, fabric of the building etc. will be charged for if caused by negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide. Similarly, a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the school.

Classroom materials

No charge will be made for materials or equipment. However, for certain practical activities (technology, cookery etc.) parents are invited to make a voluntary contribution to cover costs. Where parents would like to possess the finished product, the school reserve the right to charge the cost or require the supply of the necessary materials.

Other charges

The school may levy a charge for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an Ofsted Report, school policies, subject access requests, freedom of information requests.

Remissions

Pupils who are eligible for free school meals may not be charged for board and lodging for participation in a residential visit which is provided specifically to fulfil statutory duties under the national curriculum.

Pupils in receipt of Pupil Premium may not be charged for board and lodging for participation in a residential visit organised by the school, e.g. Morfa Bay.

Activities arranged by third parties

None of the provisions of the policy will apply in those instances where a third party levies a charge direct on parents in return for services provided.

Conclusion

The Charging and Remission Policy of the school maintains the right to free school education and encourages the maintenance of valuable optional provision.