



# Balby Central Primary School

## Policy for Charging & Remissions

**Date of Policy: October 2015**

**Approved by the Governing Body:**

**Review Date: October 2017**

This Charging Policy informs staff and parents about charging for school activities. It conforms to guidance included in the Fair Funding Scheme for Financing Schools and the Guide to the Law for School Governors.

The school's charging policy is based on the following:

- That no charge is made for provision of education during school hours except where teaching individual pupils or groups to play a musical instrument if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil.
- No charge is made for activities that are an essential part of the syllabus for an approved examination.
- The school operates the discretion to invite parents to make voluntary contributions for school time activities.
- Charges are made for activities that happen outside of school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

Charging for School Activities

Charges are made as follows at the discretion of the Finance & Facilities Committee as to which activities may be the subject of a charge and which may be funded from the delegated budget.

School Visits

- Costs incurred for the board and lodging element of residential trips during school time are passed on to parents, subject to the remissions policy.
- Costs incurred for residential or other visits held out of school times that are regarded as "optional extras" are passed on to parents in full. When such visits are provided as a required part of the syllabus for a prescribed public examination, or required in relation to the National Curriculum or religious education, then only the board and lodging element is passed on. Parents/carers will be given the option of a payment plan to spread the cost of the residential visit.
- Parents are notified in advance of all activities and events, which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per pupil) involved. It also includes information on who might qualify for help with the cost.

Music Tuition

- All children study music as part of the normal school curriculum. We do not charge for this. Children may have the opportunity to participate in individual or group music tuition. There is a charge for individual or group music tuition if this is not part of the National Curriculum. We give parents information about additional

music tuition at the start of each academic year and fees are collected on a termly basis.

### Voluntary Contributions

Where voluntary contributions are sought the following points are taken into account:

- Contributions from parents are only considered where the schools own resources are known to be inadequate to meet the desired range and level of service to be offered to pupils.
- All requests to parents for contributions make it quite clear that the contributions are voluntary.
- Where voluntary contributions are invited no pupil is left out of an activity because his or her parents cannot or will not make a contribution of any kind.
- Voluntary contributions are sought from parents in receipt of Income Support or Family Credit in line with the remission policy

The following is a list of activities organised by the school, for which voluntary contributions are requested from parents:

- Cost of travel
- Visits to the theatre
- Cost of entrance to museums
- School trips
- Music events
- Sports events which require transport expenses
- Travel insurance
- Cost of travel for accompanying adults
- Extended schools - £1.00 per child per club per week (subject to change by the finance committee)
- Activities run by a third party

### Breakages:

The school reserve the right to ask parents/carers to pay for the cost of replacing any items such as:

- Broken windows
- Defaced, damaged or lost text books
- Replacement reading or homework diaries
- Any item damaged as a result of unsatisfactory pupil behaviour
  - ICT equipment

### Costs incurred by the school:

The school reserves the right to pass onto parents/carers costs incurred by the school from its bankers due to the return of cheques due to insufficient funds etc.

### Additional Needs

The school confirms that no pupil with additional needs or disabilities will be treated any differently than any other pupil. The school will take reasonable steps to avoid putting children with additional needs at a substantial disadvantage.

### Remission of Charges:

Charges are not made for the board and lodging element of residential activities where the parent/carer of a pupil is in receipt of the following benefits;

- Free school meals
- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration & Asylum Act 1999
- Child Tax Credit, (refer to latest guidance)
- Guarantee element of State Pension Credit
- Pupils in receipt of Pupil Premium funding

Advice is sought from Pupil Support & Transport Section annually for any changes in these requirements. In these cases the claim forms SJ1 and SJ2 for remission of Board and Lodgings Costs are completed and submitted to the Transport and Pupil Support Section.

### Activities arranged by a third party

Activities arranged by an outside organisation may charge parents. Such an arrangement would not need to meet the Local Authority's policies on charging or remissions.

Where such visits would entail approval of leave of absence for pupils and teaching/nonteaching staff involved full details will be submitted, through the Governing Body, to the Local Authority for approval.