



Cotsford Primary School

Charging & Remissions

Policy

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Introduction

Cotsford Primary School recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development.

We aim to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Statement

The policy complies with the requirements of the Education Act 1996.

Where 'parent' is referred to this will include adults with a responsibility for the pupil.

We aim: -

- To make school activities accessible to all pupils regardless of family income
Article 28: (Right to education): All children have the right to a primary education, which should be free.
- To encourage and promote external activities which give added value to the Curriculum.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school.
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Legislation - Education During School Hours

Schools cannot charge for:

- an admission application to any maintained school;
- education provided during school hours including the supply of any materials, books, instruments or other equipment;
- education provided outside of 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 and;
- tuition for pupils learning to play musical instruments individually or in groups if the tuition is required as part of the National Curriculum.

Schools can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- music and vocal tuition at the parent's request; and
- optional extras;

Optional extras:

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment.

Optional extras are:

- education provided out of school time that is not:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- transport that is required to take the pupil to school or to other premises where the Local Authority/Governing Body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.
- extended day services offered to pupils (for example breakfast club, after school clubs, tea time club and supervised homework sessions).

Participation in any optional extra activity is on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

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

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Residential visits

School cannot charge for:

- Education provided on any visit that takes place during school hours;
- Education provided on any visit 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 religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can charge for:

- Board and lodging as long as the charge does not exceed the actual cost.

Voluntary Contributions

When additional costs are incurred by Cotsford Primary School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions.

They may also be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity, it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity. However, if insufficient voluntary contributions are raised to fund an activity, then it may be cancelled.

Charges

Cotsford Primary School reserves the right to make a charge for the activities and items detailed below:

- Visits which are not part of the school curriculum or are outside of the school day;
- After school and breakfast clubs;
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Breakages and damage to school buildings, furniture or property - parents will be charged for damage caused as a result of a pupil's behaviour;
- Visits to school by professionals e.g. authors, story tellers, musicians, dancers, artists, theatre companies etc;
- Replacing equipment that has been defaced, damaged or lost e.g. school books;
- Ingredients or materials for practical subjects - parents may be encouraged to provide ingredients, materials etc. needed for practical subjects such as technology. The school may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated the wish to own the finished product.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Remissions Policy

Parents and carers who are experiencing difficulties with payments of any sort are encouraged to speak to the Headteacher or any member of staff, confidentially. Every effort will be made to support them. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.