



## **Belmont Primary School Governing Body Charging and Remissions Policy for Educational Activities**

Approved by the Governing Body on Date: xxxxxxxx 2016 **23 November 2015**

Signed: \_\_\_\_\_

Last Review Date: **July 2014**

Next Review Date: November 2018 **November 2016**

The Governing Body of Belmont Primary School recognises the valuable contribution that a wide range of additional activities, including clubs and trips, can make towards a pupil's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. Many such activities are funded from the school's budget, some are funded or subsidised from other sources such as the Friends of Belmont or extended schools funding. In some circumstances, as detailed below, the school will ask for voluntary contributions or may levy a charge.

The relevant statutory provisions are contained in Chapter III of Pt VI of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy. Parents have a right to ask for this information and a summary must be included in the school prospectus.

### **1. Materials & Textbooks**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, these items will usually be free of charge; however the school reserves the right to charge for the cost of the materials. In the case of Food Technology, pupils may sometimes be asked to provide their own ingredients. In most circumstances the school provides the ingredients and asks parents for a voluntary contribution towards the cost, for example through the 'baking fund' in the Reception classes. Textbooks are provided free of charge, but in some subjects, supplementary materials such as revision guides are available, for which a charge is made.

### **2. Music Tuition**

The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

### **3. Residential Activities**

Special rules apply for residential activities

**Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations, a charge will be levied for board and lodging. Such essential trips rarely occur in primary schools.

**Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations:

- If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

#### **4. Voluntary Contributions**

Although schools cannot charge for school time activities, the school may invite parents and others to make voluntary contributions. Examples of this might include enabling visits to school by theatre groups or school time educational visits. All requests to parents for voluntary contributions must make it clear that contributions are voluntary and that children of parents that do not contribute will not be treated differently. Where there are insufficient voluntary contributions received to cover the cost of an activity, the activity may be cancelled.

#### **5. Activities Outside School Hours**

A charge will be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity. Where possible alternative sources of funding will be used, enabling pupils to participate free of charge or at subsidised rates. Any charge levied must not exceed the actual cost incurred in providing the activity.

#### **6. Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

#### **7. Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

#### **8. Other charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing additional copies an OFSTED report or copies of school policies.

#### **9. Remissions Policy.**

The Headteacher, Resources Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances. *The School's Policy for Pupil Premium provides examples of where such remission may particularly apply to pupils entitled to additional funding.*

If parents have difficulty in paying they should not hesitate to discuss their circumstances in confidence with someone at the school and they will advise as to what help might be available. All remissions will be authorised by the Headteacher.

Where non-chargeable education is provided during a residential visit, then the parents of a pupil who are in receipt of the following state benefits for either the whole or part of the time spent on the visit shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings:

- Income support
- Income based job seekers allowance
- Child Tax Credit (provided the parents are not entitled to Working Tax Credit)
- support under Part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit

The Headteacher, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.