



Marden Primary Academy

Charging & Remissions Policy

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1. Introduction

Sections 449-462 of the Education act 1996 set out the law on charging for school activities in schools maintained by Local Authorities in England.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips and residential experiences can make towards pupils personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils, the school and as additional optional activities.

2. Aims

The aim of this policy is to set out where charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

3. Definitions

Community Facilities – activities which the Academy does not feel is of direct educational benefit to children at the school

Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the school

Remission – where a charge is not payable, either in full or in part

4. Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of Religious Education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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 the schools basic curriculum for religious education;

- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises where the LA has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Governing Body or LA has arranged for pupils to be educated;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transport provided in connection with an educational trip;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school.

5. Charges

The school reserves the right to charge for:

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours (optional extras) to meet the costs for:
 - travel
 - materials and equipment
 - non-teaching staff costs
 - entrance fees
 - insurance costs
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Individual or group tuition in the playing of a musical instrument.
- Any other education, transport or examination fee unless charges are specifically prohibited.
- Letting of the school premises or grounds
- Extended school care activities such as after school club, holiday clubs (The school currently offers after school sports club led by a sports specialist, who is not a member of school staff. The coach makes a charge for these sessions).
- Charges for materials or ingredients where the pupils wish to have the finished product.

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;

- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including: Services (heat & light); Staffing (security, caretaking & cleaning) and Administration Remission

If the parent /carer of a pupil is in receipt of Free School Meals/Pupil Premium the Head Teacher, School Business Manager or Governing Body may choose to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances i.e. included in one of the above categories.

6. Voluntary Contributions/Remissions

The school may seek voluntary contribution for any activity, free or not, but there must be no obligation and no pupil may be omitted from a non-chargeable activity because parents were unwilling or unable to contribute. A school may point out to its parents that an activity will not take place if they are unwilling to support it.

Nothing in legislation prevents a school Governing Body or LA from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the Governing Body or Executive Headteacher should make this clear to parents at the outset. The Governing Body or Executive Headteacher must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

7. Approval

Approved by the Governors at their meeting dated

Signed.....Chair of Governors