Naburn CE Primary School

Charging and Remissions Policy

Date of Last Review: June 2019

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1.0 AIMS OF THE POLICY

Naburn CE Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independently of their parents/carers financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may otherwise prevent some pupils taking full advantage of the opportunities.

2.0 BACKGROUND TO THE POLICY

Sections 449 to 462 of the Education Act (1996) requires all schools to have a policy on charging and remissions for school activities, This legislation may be viewed at http://www.opsi.gov.uk/acts/acts1996/ukpga_19960056_en_28

3.0 ITEMS FOR WHICH NO CHARGES WILL BE MADE

3.1 Education provided during school hours (including the supply of any materials, books, instruments or other equipment).

3.2 Education provided 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.

3.3 Musical instrument or vocal tuition if this is required as 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.

3.4 Entry for a prescribed public examination, if the pupil has been prepared for it at the school.

3.5 Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

3.6 Transporting registered pupils

- to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- to other premises where the governing body or local education authority has arranged for pupils to be educated;
- to enable them to meet an examination requirement when they have been prepared for that examination at the school; and
- in connection with an educational visit.

4.0 ITEMS FOR WHICH CHARGES WILL BE MADE

When requesting voluntary contributions parents/carers will not be pressurised into paying. If insufficient voluntary contributions are received, however, the visit or activity may have to be cancelled. When a visit or activity does go ahead it may include pupils whose parents/carers have not paid any contribution. We may not, by law, exclude these pupils and indeed would not wish to treat them differently from others.

4.1 Within School Hours

4.1.1 Educational visits and activities – voluntary contributions

When organising educational visits or activities, which enrich the curriculum and the experience of pupils, the school invites the parent/carer to make a voluntary contribution towards the cost of the visit or activity. This may include travel costs, entrance fees, administration costs etc. Although not an exhaustive list; these activities may include visits to museums, galleries and the theatre as well as sporting activities.

4.1.2 Swimming

The costs of providing swimming tuition in the local public pools, including transport, hire of the pool and provision of instructors, will be reviewed on an annual basis. Although the school will provide some funds to support this activity to ensure all pupils' educational requirements for swimming will be met it will be necessary to request voluntary contributions to offset the balance of costs.

4.1.3 Music

All pupils study music as part of the normal school curriculum for which no charge is made. In addition, several music groups run during the school day, at lunchtime or after school for which no charge is made (e.g. recorder groups, Choir). The governors do, however, reserve the right to charge for these activities as "optional extras" if they occur outside school hours and are not part of the National Curriculum or the Key Stage 2 Instrumental and Vocal Tuition Programme

Peripatetic music teachers teach individual or group lessons for which a charge is made. There is some remission of fees for those families in receipt of certain state benefits. Information about additional music tuition is available from the school office.

4.1.4 Craft/Technology Activities

All pupils have the opportunity within the school curriculum of taking part in activities such as craft and technology. The governing body reserves the right to charge for ingredients and materials at cost when they are not provided by the parents/carers.

4.1.5 Early Years Provision

A charge will be made to cover the cost of providing Early Years Education in excess of the hours funded by the Local Authority. As this is deemed to be an optional extra, the parents/carers agreement is a necessary pre-requisite and the charge will not exceed the actual cost of providing the provision nor include an element of subsidy for any other pupil or from the school's budget share. In setting the level of charge/s and allocating places Governors will have regard to the guidance provided by the Local Authority.

4.2 Not Within School Hours

4.2.1 Residential Visits

Charges will be made for the cost of the visit (Board and lodging, travel costs, entrance fees, administration costs etc). Families are invited to pay in instalments over several months or in one single payment. Any parent/carer who refuses or is unable to meet the charge should not expect their child to be included. Any parent/carer unable to meet the cost is invited to apply for a remission, please refer to section 6.

4.2.2 Optional Extras

Charges may be made for some activities known as "Optional Extras". These may include-

- extra curricular activities
- any equipment and/or staffing in relation to extra curricular activities
- Breakfast, After School and Holiday clubs

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity, including administration costs. It will not, therefore, include an element of subsidy for any other pupil. 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 pre-requisite for the provision of an optional extra where charges will be made.

Charges made by external providers of activities are the responsibility of those providers and consequently not covered by this Policy.

4.3 Other Charges

4.3.1 Additional Text Books and Study Materials

From time to time recommendations may be made regarding additional text books, equipment and study materials which could enhance a pupil's learning. In these circumstances it is the parent/carer's choice to purchase and therefore the charge will be met in full by the parent/carer. Any such charge will be equal to the cost price of the item concerned to the school.

4.3.2 Lost or Damaged Items of School Property

Parents/carers may be asked to make a contribution towards replacing damaged school property caused wilfully or negligently by their child/ren. This may include window breakage and removal of graffiti. A charge to cover the cost of replacement may also be made for lost or damaged items of school property, including library books/text books.

4.3.3 School Uniform

Naburn CE Primary School uses a clothing supplier who provides quality schoolwear at affordable prices. In exceptional circumstances the LA has discretionary power to provide assistance towards the purchase cost.

4.3.4 School Meals

Parents/carers whose child takes a school lunch must pay the relevant cost stated by the school. Pupils may be eligible for free schools meals. Application forms available from the school office.

4.3.5 Public Examinations

A charge will be made for examination entry fee/s if the registered pupil-

- has not been prepared for examination at the school, or
- fails, without good reason, to complete the requirements of any examination for which the school has already paid or agreed to pay the entry fee.

5.0 HIRE OF SCHOOL PREMISES

Governors wish to encourage community use of the school's facilities when they are not required for school use. Details of the facilities available, the Terms and Conditions of Hire and the scale of Charges may be found in the school's Hire of Facilities (Lettings) policy.

6.0 REMISSIONS

Naburn CE Primary School believes that all pupils should have equal opportunities to benefit from school activities and visits both curricular and extra curricular, independently of their parent's/carer's financial means. To that end the Governing Body has agreed in circumstances of family hardship they will invite parents to apply, in confidence, for remittance of charges in part or in full. Pupils may be eligible for a remission of charge if their parent/carer is in receipt of at least one of the following:-

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income, assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190 from 6 April 2010)
- The guaranteed element of State Pension Credit
- An Income-related employment and support allowance.

In cases where the specific circumstances, often temporary, of a particular family's hardship fall outside these criteria; the Headteacher may use their discretion to remit charges in part or in full.

If a parent/carer wishes to apply for a remission of charge a form is available from the school office. Authorisation for such remission will be made by the Headteacher and/or a nominated Governor.

In the event a remission of charge is declined parents/carers have the right to appeal in writing to the Chair of Governors whose decision will be final.

Appendix 1 – Model Application Form for the Remission of Charges

Naburn CE Primary School	**APPLICATION FORM FOR REMISSION OF CHARGE**
Naburn York YO19 4PP	01904 551075 Naburn.primary@york.gov.uk

To apply for a remission of a charge a parent/carer should complete this form with the following information.

Family name of Parent/Carer				Mr/Mrs/Miss/Ms/Dr/	
Forename/s			Relationship to pupil		
Full Postal Address					
Postcode		Phone No.		Mobile No.	

Please give details below of each dependant child who is in full-time attendance at the school for whom you wish to apply for remission

Full Names of Child/ren	M/F	Date/s of birth	Class/es

Name of Activity		Date of Activity	
Please state the reason(s) why you are requesting remission:			

I wish to apply for remission of charges for the educational activity detailed above

Signature of Applicant …… Date …….

Please return the completed form to the school office in an envelope addressed to the Headteacher and marked confidential.

For School use only

Remission Approved	Yes / No	Reason
Signed by		
Position		
Date		