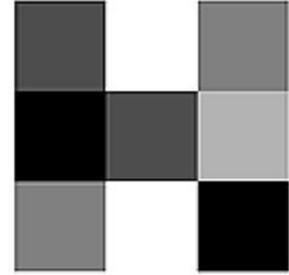


Holly Lodge Primary School

Charging and Remissions Policy



Introduction

Holly Lodge Primary School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences.

This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances. This policy aims to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School is responsible for determining the content of the policy and the Headteacher is responsible for its implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

What is provided free of charge

All activities that are a necessary part of the National Curriculum, plus religious education, will be provided free of charge. The Governing Body ensures that, in line with current legislation, the school does not charge 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) 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 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 local education authority has a statutory obligation to provide transport;

- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school

Charges for 'Optional Extra' Activities

'Optional extra' activities, such as extra-curricular clubs, are those which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not a necessary part of the National Curriculum or religious education.

Participation in 'Optional Extras' will be on the basis of parental choice and a willingness to meet such charges as are made. Any charge made in respect of individual pupils may include an appropriate element for the following: resources for cookery, planting or craft clubs; a pupil's travel costs; a pupil's board and lodging; materials, books, instruments and other equipment; non-teaching staff costs; entrance fees to museums, theatres or other venues; insurance costs.

Any charge for an 'optional extra' activity will be calculated by the actual cost of providing that activity, divided equally by the number of pupils willing to participate. It will not, therefore, include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

The costs of teaching staff involved in Optional Extra Activities may only be passed on through charges if:-

- The teacher is engaged specifically by the LA or governors for the purpose of providing the activity;
- The teacher is employed by the LA or governors to provide instrumental music tuition; or
- They are teachers already employed by the LA or governors, who have been engaged on a separate contract for services to provide the optional extra.

Staff engaged on a separate contract for services to provide optional extras are covered by the Authority's existing insurance cover relating to voluntary activities undertaken outside the scope of their employment.

Charges to Parents/Guardians

The School may charge parents for the following:

- (a) board and lodging on residential visits - this is the actual cost of board and lodging per pupil. No element of profit is included in the calculation.
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment

- (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
 - (d) re-sits for public examinations where no further preparation has been provided by the school
 - (e) costs of non-prescribed examinations where no further preparation has been provided by the school
 - (f) any other education, transport or examination fee unless charges are specifically prohibited
 - (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
 - (h) extra-curricular activities and school clubs.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs of residential school trips as in point (a) above. The relevant support payments are:

- a) Income Support,
- b) Income Based Jobseekers Allowance,
- c) support under part VI of the Immigration and Asylum Act 1999,
- d) Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14).

Holly Lodge Primary School utilises the Babcock Free School Meal Eligibility Checking Service for parents who wish to be considered for Remissions, and the Parent/Guardian needs only to supply their full name and National Insurance number to the school for this eligibility check to take place.

Families who are eligible for Free School Meals are not offered 'remittance' on Voluntary Contributions - see information below.

Voluntary Contributions

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. The headteacher may ask parents or voluntary contributions towards the cost of:

- a) School Trips
- b) Residential visits
- c) Experiences in School

- d) School Equipment
- e) The School Fund

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, it should be clear that the contribution is genuinely voluntary and a parent is under no obligation to pay; and that children will be treated equally regardless of the amount of voluntary contribution made by the parents/guardians.

School Day Trips - Further Information

Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation. Every effort will be made to ensure that voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.

Once a trip has been paid for, there will be no reimbursement for absentees on the day.

Where a child may be prevented from participating in an outing because of financial hardship, consideration may be given to reducing the voluntary contribution expected. If funds are available, any shortfall would be met from the School Fund.

Voluntary contributions are used to cover costs of travel, entrance to sites and the cost of presentations/workshops on day visits. Voluntary contributions may also be used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

Residential Trips - Further Information

For residential educational school trips, other than those classed as 'Optional Extra Activities' such as the PGL trip, charges are levied for the actual cost of board and lodging, with the remaining participation costs separated out as a voluntary contribution. Voluntary contributions are used to cover the costs of travel, entrance to sites and the cost of presentations/workshops on the trip.

An initial deposit is usually requested for residential trips, with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for a refund must be made in writing by the parent, and, if cancellation is due to illness, a medical certificate may be required.

Governors also permit voluntary contributions to be used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

Experiences in School - Further Information

The school aims to provide enhanced learning experiences for the pupils. The school may invite speakers, drama and music groups, or other recognised organisations to visit the school to provide an educational experience or enhancement for the pupils.

The cost of providing these experiences may be met by voluntary contributions sought from parents of children within the classes that will benefit. The school will subsidise whenever possible from the School Fund or the School's Delegated Budget. It is not expected that any profit will be made from contributions.

Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.

No child is prevented from participating because a voluntary contribution has not been received, but parents will be encouraged to pay towards the experience. Children will be treated equally regardless of the amount of the voluntary contribution made by the parents. Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.

School Fund - more information

The School Fund exists to enhance the learning experiences of the children at Holly Lodge Primary School. It could be used to provide, for example, visits from theatre companies, the Zoo man, or curriculum-related workshops as well as providing Christmas party items for the classrooms or other projects, experiences or purchases that the Governors approve as being of benefit to all pupils.

Contributions to the fund also include commission from the school photographer and Cauliflower cards, for example.

Parents are not currently asked to make annual contributions to the school fund due to the recession.

The School Fund is used to store voluntary contributions for school trips, residential trips, and Experiences in School, in anticipation of payment to the venue/museum or other service provider.

This policy was revised in February 2015 and approved by the School Governors at a meeting in April 2015

It is due to be reviewed in Spring 2018

