

Mill Field Primary School

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Charging and remissions policy

**Date Reviewed: December 2017**

**Next Review Date: December 2018**

**Signed Chair of Governors:**

**Date:**

16/1/2018



# Mill Field Primary School

## Charging and Remissions Policy

### **Aim**

The aim of this policy is 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 are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

### **Charges cannot be made for .....**

The Governing Body of the School recognise that 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit 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 or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

### **Charges may be made 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

# Mill Field Primary School

## Charging and Remissions Policy

- Materials and equipment
  - Non-teaching staff costs
  - Supply teachers engaged purely for optional extras
  - Entrance fees
  - Insurance costs
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- Vocal and musical instrument tuition.
  - Re-sits for public examinations where no further preparation has been provided by the school.
  - Examination fees where a pupil fails without good reason to sit the exam.
  - Any other education, transport or examinations where no further preparation has been provided by the school.
  - Any other education, transport or examination fee unless charges are specifically prohibited.
  - Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
  - Extra-curricular activities and school clubs.
  - Any extended school activity
  - Any additional hours (greater than the statutory 15) deemed to be for child care for 2 year olds. In accordance with the Education (Charges for Early Years Provision) Regulations 2012.
  - Damage/vandalism/loss to and of school property.
  - Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy).

### Remission

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

- Universal Credit in prescribed circumstances. (The Government plans to prescribe the circumstances when Universal Credit is fully rolled out.)
- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16190 for 2013-2014 (in respect of this item account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit
- An income related employment and support allowance

### Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following;

- Activities entirely or partly within school time but not essential to the curriculum
- Activities entirely outside school time – these may be charged for at the full rate, there is no obligation to provide subsidies. Applications for financial support will be considered by the Principal on behalf of the Governors.

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge.

# Mill Field Primary School

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In addition the following will be made clear to parents;

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

### **Educational visits**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school may invite parent and carers to contribute to the cost. All contributions are voluntary.

The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents and carers. These activities are known as "optional extras". This list is not exhaustive:

- visits to museums;
- fieldtrips and research visits;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.

### **Residential visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. The school organises a residential visit for Year 6 pupils annually and the Governors have agreed that no charge will be made to cover the costs of board and lodging. This will be reviewed annually.

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

### **Swimming**

The school organises swimming lessons for Year 4 children. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place.

### **Additional sports coaching**

The school is sometimes able to secure the services of a qualified sports coach. It may be necessary for the school to make a charge for this service and so children attending these sessions may be asked to contribute financially toward the cost of the coaching session.

### **Additional after school clubs**

The school sometimes provides after school clubs where parents may be asked for a voluntary contribution towards the cost of resources.