

Grove House Primary School



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Charges and Remissions Policy

Approved by the governing body on: _____

To be reviewed on: _____ October 2020

Signed on behalf of the governing body: _____

Introduction

This policy has been formulated in accordance with Authority's guidance on:

Charging for school activities

Aim

The aim of this policy is to set out the charges which will be levied for activities outside school hours which are not part of the National Curriculum, the basis on which voluntary contributions will be requested from parents and the circumstances under which remissions will be made to these charges.

Responsibilities:

The Governing body of the school are responsible for determining the content of the policy and the Headteacher for implementation. The Headteacher and Governing Body will consider any determinations with respect to individual parents jointly.

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 a syllabus for prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- 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 Authority has arranged for pupils to be educated.
- Transport provided in connection with an educational trip

Publication of information

- A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made for which activities voluntary contributions will be invited from parents.

Charges

- Board and lodging on residential visits (not to exceed the cost)
- The proportionate costs for an individual child of activities wholly or outside school hours to meet the costs for:
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance costs
- 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
- Lettings, community use of premises etc (see lettings policy).

Remissions

Children whose parents are registered for free school meal entitlement due to receipt of the support payments listed below, in addition to having a free school lunch entitlement, may also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income support
- Income based jobseekers allowance
- Support under part V1 of the Immigration and Asylum act 1999
- Child tax credit, where the parent is not entitled to working tax credit and whose annual income does not exceed the maximum limit as assessed by the inland revenue.

In respect of the final point above, account will be taken of any revision to the amount as advised by the authority.

Voluntary Contributions

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, the following will be made clear to parents:

- That the contribution is genuinely voluntary and a parent is under no obligation to pay

And

- That the 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 Headteacher.

Date of policy approval October 2017

Date of policy review October 2020

Policy approved by Resource Committee