



Fell Dyke Community Primary School

CHARGING and REMISSIONS POLICY

Aims

School staff are prepared to organise and run school trips and activities for the benefit of our children. Some of these trips will be in school time and others outside the school day. All children at Fell Dyke Community Primary School should have equal opportunity to benefit from school activities independent of their parents' financial means.

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the Education Act 1996 sections 449 – 462 and guidance detailed in 'A Guide to the Law for School Governors – Chapter 24, May 2012.

This policy describes how the school will try to ensure it offers a good range of visits and activities and at the same time try to minimise the financial barriers which may prevent some of our children taking full advantage of the opportunities.

Voluntary contributions

Most of the valuable educational visits (eg to museums, theatres, etc) and residential trips, will fall within the scope of the act and will be not chargeable. However the Head Teacher and Governing Body have resolved that all parents will be invited to make voluntary contributions, to include all travel and other costs to cover the costs of such visits in order to continue to offer a wide variety of experiences to pupils.

The terms of any request for contributions will make clear:

- That there is no obligation to contribute and
- Pupils at our school whose parents do not make such contributions will not be treated differently from those who do
- The level of voluntary contribution requested shall not exceed the cost of providing the activity
- Contributions received shall not be used to subsidise pupils who do not pay, or cover the travel or other costs of teachers or other adults taking part in the activity, provide supply cover for teachers who are absent during the activity
- If insufficient contributions are raised, the trip or activity may have to be cancelled

Where possible, the school will give sufficient notice to allow parent/carers to pay by instalments.

Charges

The governing body reserves the right to make a charge for the activities and items detailed below:

- Educational visits which are not part of the school curriculum or are outside the school day (i.e. residential)
 - After school and pre-school clubs
 - Music tuition if it is not required for the national curriculum and is provided for an individual pupil or for groups of pupils even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.
 - Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour
 - Visits to school by professionals e.g. authors, storytellers, musicians, dancers, artists etc.

- Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Food Technology. The governing body may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product.

- Residential Activity

- The DfE in its guidance to school governors states that “For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel. However, charges will be made for board and lodging in these circumstances, except for pupils who are receiving Income Support or Family Credit. The headteacher will tell all parents of the right to claim free activities if they are in receipt of these benefits.” A voluntary contribution will be requested by the school for such activities. (Fell Dyke Community Primary School will follow the relevant legislation as contained in the Education Reform Act 1988: Section 106 – 111,117, and 118. The guidance is contained in the DCSF circular 2/89: Charges for School Activities)

- Photocopying

- Any photocopying that is requested by parents relating to their child, under the ‘Freedom of Information Act’, will be charged at 10p per sheet and 20p for any colour printing

- Private fees

- Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (eg. Mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the headteacher in discussion with the chair or vice-chair of governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage

The governing body may, from time to time, amend the categories of activity for which a charge may be made.

Residential Activities

Special rules apply for residential activities. A trip counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into two half-days beginning at noon and midnight. On this basis, a term-time trip from noon on Wednesday to 9pm on Sunday, would last for nine half-days, including five school sessions, and would count as taking place in school time. A trip from noon on Thursday to 9pm on Sunday would count as seven half days, including three school sessions, and would therefore be classified for charging as taking place outside school time. For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made either for the education or the cost of travel. However, charges can be made for board and lodging in these circumstances, except for pupils whose parents are receiving Income Support or Family Credit. The Head teacher will advise parents of the right to claim free activities if they are receiving these benefits.

Throughout the policy document, reference is made to charging, voluntary contributions, recovery of monies and remittances. The administration and collection of such monies will be undertaken by the school.

Activities not run by the school or local authority

When organisation acting independently of a school or LA arranges an activity to take place **during school hours** and parents want their children to join the activity, such organisations may charge parents. If educational or is supervised by someone authorised by the school, then it will be treated as if it were provided by the school and no charge will be made to the parents or pupils.

Such an activity, if it takes place outside the school premises, is an “approved educational activity” within the meaning of Regulation 6(4)(a) of the Education (Pupil Registration) (England) Regulations 2006 (as amended).

The Charging policy may be revised at any time by the Governing Body within the framework of the 1988 Education Reform Act.

Review Date: January 2020