

# Swallownest Primary School

## Charging and Remissions Policy



**CHARGES AND REMISSIONS FOR SCHOOL ACTIVITIES**

In our school there is a particular emphasis on direct/first hand experiences, (84 experience pledge). Day visits to local places of interest form a prominent feature in our curriculum, as do visits further afield for a longer duration. We would endeavour to maintain this as part of our school policy taking into account the Authority's policy document for Charges and Remissions for School Activities/LEA.

### **CHARGES**

Charges may be made for:

- i. Education, including transport, provided outside school hours.
- ii. Any education, including transport costs, provided on residential trips where the number of school sessions on the trip is less than fifty per cent of the number of half days spent on the trip.
- iii. Where a pupil's behaviour results in damage to school property, the school will reserve the right to require parents to pay to remedy the damage or to replace the item concerned.
- iv. Schools may charge for or require the supply of materials and ingredients if parents indicate in advance a wish to own a finished product.
- v. Any activities which are organised by persons or organisations other than Governing Body (or persons acting on their behalf) or the Authority and where charges are made by those persons or organisations.
- vi. Music  
The Governing Body may, at its discretion, remit the whole or part of the music fee or pass it on in full to parents. The amount of remittance will be decided and monitored by the Governing Body.

No charges may be made for:-

- i. Education provided for registered pupils in school hours.
- ii. Education provided out of school hours, but which is part of an educational activity, more than half of which, including travelling time in school time, takes place in school hours.
- iii. Education provided for a registered pupil if it is required as part of a syllabus leading to a prescribed public examination. This includes such education where any part of it is provided by the school whether in school time or not.
- iv. Education specifically provided to fulfil statutory duties relating to national curriculum, whether in school time or not.
- v. Entry fees to a prescribed public examination, in any syllabus for which a registered pupil has been prepared by the school.

- vi. Any religious education which is part of the school's basic curriculum whether in school time or not.
- vii. Education provided on residential courses where the number of school sessions on which the course takes place is equal to or greater than fifty per cent of the number of half days (twelve hours ending noon or midnight) spent on the trip. A school session is fifty per cent or more of a school session and a half day is fifty per cent or more of a half day for purposes of calculation.
- viii. Transport which is incidental to education described above.
- ix. Full board and lodging where a registered pupil is on a residential trip in school hours or deemed to be in school hours and where his/her parents are in receipt of Income Support or equivalent. We will use PP funding to heavily subsidise the activity.

Parental agreement will be sought and received prior to any activities taking place whenever it is intended to make a charge.

The school is able to seek voluntary contributions towards the cost of school activities (including residential visits which involve pupils whose parents receive income support or family credit) but the request will make it clear:-

- a) that there is no obligation to contribute
- b) that pupils will not be treated differently according to whether or not their parents have made any contribution in response to any request.
- c) that any short fall in contributions to the total cost of the trip may result in the trip being cancelled.

### **REMISSIONS**

The Governing Body will be responsible for any remission of charges, including a full remission in respect of board and lodging for any pupils attending any journeys in what is deemed to be school time and where parents receive income support or family credit, disability working allowance or income based Jobseeker's Allowance.

And also that the Governing Body:-

- a. will be responsible for any remission for charges, including a full remission in respect of board and lodging for any pupils attending any journeys in what is deemed to be not in school time and where parents receive income support, family credit, disability working allowance or income based Jobseeker's Allowance.
- b. will be responsible for any remission charges regarding transport costs for any pupil attending any journey either in school time or not in school time where parents receive income support, family credit, disability working allowance or Jobseeker's Allowance.

- c. will be responsible for any remission charges for either transport and/or board and lodging for any pupils whose parents are not receiving income support, family credit, disability working allowance, Jobseeker's Allowance but are considered deserving at that particular time.
- d. the Governing Body will be responsible for any remission of charges where a pupil's behaviour results in damage to school property or items. (Vandalism)