

Reepham Primary School



Charging and Remissions Policy

Statement of Intent

Reepham Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

Signed:

Catherine Ogle

Headteacher

Natasha Hutcheson

Chair of Governors

Date: 26th April 2019

Review Date: September 2021

1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2015) 'Governance Handbook'

2. Charging for education

2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Music and vocational tuition (in certain circumstances)
- Board and lodging for a pupil on a residential visit
- Use of community facilities

3. Optional extras

3.1. We may charge parents for the following optional extras:

- Transport, other than that arranged by the LA for the pupil to be provided with education
- Extended day services offered to pupils

3.2. When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra

- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument
- 3.3. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

4. Voluntary contributions

- 4.1. We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.
- 4.2. No child will be excluded from an activity simply because their parents are unable to pay. If a parent is unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

5. Music tuition

- 5.1. Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.
- 5.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

6. Transport

- 6.1. We will not charge for:
- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
 - Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated.

7. Residential visits

7.1. We will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, 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 teachers accompanying pupils on visits.

7.2. We may charge for board and lodging – but the charge will not exceed the actual cost.

7.3. Board and lodging costs will be subsidised if the school receives Pupil Premium grant funding for the child.

8. Damaged or lost items

8.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

9. Remissions

9.1. We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

9.2. To request assistance, parents should contact the school office.

10. Monitoring and review

10.1. This policy will be reviewed annually by the Governing body and the Headteacher.