

Battle and Langton Church of England Primary School



Charging and Remissions Policy

Policy Title	Charging and Remissions Policy
Purpose and Scope of Policy	The policy outlines the procedure for charging parents for school activities. Charges are made in line with national guidance.
Related Policies	ESCC Offsite Activities & Educational Visits Policy 2013
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Approved By			
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1. Introduction

In producing this policy statement the school governors have been mindful of sections 449 – 462 of the Education Act 1996 (which sets out the law on charging for school activities), the DfE guidance 'Charging for School Activities', national guidance 'Guidance for the Management of Outdoor Learning' and paragraph 6 of the East Sussex County Council's Offsite Activities & Educational Visits Policy 2013'. These documents direct that no charges shall be made for curriculum related activities that take place during normal school hours. However, the school has insufficient funds to operate this policy in full. Consequently, for some activities the governors invite parents to make a voluntary contribution towards the costs, the level of which will be decided by the Headteacher.

Letters to parents requesting voluntary contributions will include the nature of the proposed activity, its educational value, and the contribution per pupil requested. Letters will state that there is no obligation to contribute, that no child will be excluded because parents are unable or unwilling to pay, but that the activity may be cancelled if there are insufficient contributions.

In determining the level of the voluntary contribution no profit margin will be deliberately included. In the event of an unintentional profit being made the excess income will be refunded to those parents who made a voluntary contribution if the refund is £2 or more per head. Unintentional profit which would amount to a refund of less than £2 will be paid into the School Fund account and used to finance future activities which are likely to have to be cancelled because voluntary contributions do not cover the costs. There is no obligation on parents to pay the voluntary contribution and no pupil will be treated differently as a result. However, if there are insufficient voluntary contributions the activity may have to be cancelled and voluntary contributions received returned to parents.

Families who are in receipt of free school meals for financial reasons (not under the Universal Infant Free School Meals initiative) are not expected to make voluntary contributions, nor are other families expected to cover the costs of these families within their voluntary contributions. Instead, the "contribution" of these families will be met from school funds. The Headteacher also has discretion to assist families from school funds who do not qualify for Social Security but where hardship could occur.

2. School Visits

Parents will be asked to make a voluntary contribution towards the costs of school outings.

NB The Governors are grateful to B.A.L.S.A. for subsidising the cost of coaches on trips, thus reducing the size of the voluntary contribution that has to be asked for.

3. The School's Annual Residential Visit

- a) The cost of board and lodgings will be levied in full.
- b) The cost of travel, entrance fees etc. will be a voluntary payment.

NB The Governors are grateful to B.A.L.S.A. and local Battle organisations for subsidising from time to time individuals and/or elements of the Annual Residential Visit.

4. Visitors: Poets, Storytellers, Artists, Entertainers etc

If funds are not available from Balsa or school funds then parents will be asked for a voluntary contribution towards the costs.

5. Musical Instrument Tuition

Children in receipt of musical instrument tuition from local authority tutors will be charged in accordance with the ESCC policy current at the time. Any charges levied will be communicated directly from the local authority to the parents who in turn will send any fees directly to the local authority.

Children in receipt of musical instrument tuition from private tutors as part of an arrangement between the school and the private tutor will be charged in accordance with that arrangement. Any such charges will be communicated in writing to the parents before the first lesson and any fees paid must be given by the parents directly to the tutor.

6. Curriculum Products

For some curriculum activities an end product is made which children want to keep, for example in Design & Technology, Art, and Cooking. To cover the cost of materials used in making these products (e.g. cooking ingredients, balsa wood in DT, clay used in art) at the start of each academic year all parents will be invited to make a voluntary contribution to cover the costs of these materials during the year. The suggested amount of voluntary contribution will be determined from the overall costs of the previous year. All children will be allowed to keep the product and/or take the product home whether a voluntary contribution has been made or not.

In addition, if a class or year group make a particularly expensive end product in which expensive materials or components have been used (e.g. electrical/mechanical components form part of the product) parents may be invited to make a specific contribution to the finished product.

7. Swimming

Parents who choose to let their children take part in swimming are asked to pay a voluntary contribution towards the cost of transport, pool hire, lifeguard and tutor costs.

8. Study Support & Extra Curricular Activities

For some Study Support & extra curricular activities a charge may be levied to cover the cost of expertise and/or equipment needed. Any such charges will be communicated in writing to the parents and any fees paid must be given by the parents/child directly to the activity leader or school office as appropriate.