



Calow Church of England (V.C.) Primary School

Charging and Remissions Policy

Introduction

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances;
- certain early years provision;
- community facilities.

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:

- a) part of the national curriculum;
- b) part of religious education.

- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;

- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit. **Participation in any optional extra activity will be on the basis of parental choice.**

Provision at Calow Primary School

During the school day all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum we will make a charge.

The School will charge in accordance with current legislation and Policy as agreed by Governors.

Parents/Guardians may be asked to make a voluntary contribution for visits and items such as musical instruments. In cases of need, the Headteacher may purchase items or subsidise visits so that no child is disadvantaged. No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents/Guardians who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/guardians.

The following apply:

A. Residential courses in School time – board and lodging costs only.

Parents are required to meet full cost except children with statements specifying residence and children whose parents receive income support/family credit, where charges should be remitted by School.

B. Activities outside School hours not within National Curriculum.

Parents will meet the full cost, except for children with statements specifying residence when activities take place during normal residential period.

C. Individual instrumental music tuition.

School may bring outside tutors in within School hours at a charge to parents. However, if tuition is part of the National Curriculum, or where there is a prescribed public examination, charges must be remitted.

D. Ingredients/materials for practical subjects.

Parents are encouraged to provide materials for practical subjects, but no child must be disadvantaged because of parents' inability/reluctance to pay. Where necessary, School will pay.

E. Lost School equipment, books etc.

Parents may be expected to replace or purchase lost items of School property. The amount charged will be the current cost required to replace the item.

F. Breakages and damage to School buildings, furniture or property.

Parents should be made aware that wilful damage to School buildings or property may be charged to parents by the School.

G. Use of School telephone for non-emergency private telephone calls.

Parents/staff needing to use the telephone will be charged at B.T. rate (ascertained for the time that the call was made).

H. Use of photocopier for private photocopying.

Parents/Staff will use the photocopier in accordance with C.L.A. User Guidelines. Photocopying will be charged at 10 pence per sheet.

Policy approved by the Governing Body January 2005

Reviewed: April 2007; November 2009; October 2010; February 2014; June 2015