



Flamborough CE (VC) Primary School- Charging and Remissions Policy

Date Policy Becomes Effective: January 2020

Review Date: January 2022

Person Responsible for Implementation and Monitoring: Head teacher

Introduction

This Charging and Remissions Policy complies with the Statutory requirements, the Departmental Advice from the DFE and the Authority's Policy Statements on charging. It is reviewed every two years by the School Governing Body's Finance Committee.

Aims and Objectives

The aims of this policy are to:

- Set out what the school will not charge for, what it will make a charge for or request for a voluntary contribution towards, from parents/carers.
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

Activities without charge:

- Education provision during school hours. This includes the supply of any materials, books, instruments and other equipment.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at school, or part of religious education
- Instrumental and vocal music tuition, which is part of the National Curriculum or the programme in which the whole class engages with (Wider Opportunities)
- Entry for prescribed public examinations, if the pupil has been prepared for it at school.

Chargeable Activities

The school can charge for, what is known as 'optional extras':

- Educational or other activities provided wholly or mainly outside school hours which are not:
 - a) Part of the National Curriculum
 - b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for in school
 - c) 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 lodgings on a residential visit
- Extended day services offered to pupils (eg breakfast club)

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

- Any materials, books, equipment provided
- Cost of buildings or accommodation
- Non-teaching staff to provide an optional extra



- The cost for teaching staff employed to provide tuition in playing a musical instrument. All children study music as part of the normal school curriculum. We do not charge for this, however, there is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.
- Provision of materials/ ingredients for subjects such as DT or Cooking, where pupils take home the finished product.

Voluntary contributions

When organising school trips, visits or visitors to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. However, if insufficient voluntary contributions are received to cover the cost of the visit or activity, and there is no alternative method to make up the shortfall, then the school will cancel the trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.

Subsidies from various sources e.g. School Fund, Flamborough School HSA, voluntary organisations, will be considered to cover deficits. Surplus finance will be used via school fund for the benefit of the children.

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

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. These activities are known as `optional extras`. This list is not exhaustive:

- ✓ visits to museums;
- ✓ sporting activities;
- ✓ outdoor adventure activities;
- ✓ visits to, or by, a theatre company;
- ✓ school trips;
- ✓ musical events
- ✓ any other transport

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging and specific activities provided by outside or specialist instructors.



Remissions Policy:

There will be no charge for board and lodgings for pupils whose parents/ carers are receiving Income Support, Income- based Job Seeker's Allowance, Child Tax Credit provided that Working Tax Credit is not also received and the families income (as assessed by Her Majesty's Revenue and customs) does not exceed £16,190 or Disability Working Allowance. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.