

St. Mary's C Of E Primary School, Westbury

Policy for Charging and Remissions

As a C of E school, we want to ensure each policy reflects the Christian Ethos which affects the very core of our school. We consider the importance of including, supporting and encouraging each child to reach their potential within an environment of acceptance and respect as the key aspects of what our school represents. It encompasses our school motto of Achievement, Creativity and Equality with the intention of providing opportunities for each child to know their value as an individual in every area of school life; preparing them for the future. This is the aim of each member of staff with the full support of the governing body.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours. The governing body has agreed that charges can be made for after school clubs and activities, for which the school is unable to secure funding to meet the costs.

Voluntary Contributions

The Head teacher or governing body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support;
- Income-based Jobseeker's Allowance;
- An income-related employment and support allowance
- support under part VI of the Immigration and Asylum Act 1999;
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum; forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

Instrumental Music Lessons

A charge may be made for instrumental music tuition for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination that the school is preparing the child to sit, or is

part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

Public Examinations

No charges may be made for entering pupils for public examinations that are set out in regulations.

Legislation

Provisions concerning charging for school activities can be found in sections 402, 450 to 458 and 460 of the **Education Act 1996** and in **The Education (School Sessions and Charges and Remissions Policy) (Information) (England) Regulations 1999** (SI 1999 No. 2255).

Key Documents

Further detail can be found in **A Guide to the Law for School Governors**.

This policy was written/ reviewed on: 30th April, 2014

This policy was adopted by governors on: _____

Signed by Chair of Governors: _____

This policy is due for review on: May 2016

Signed by Head Teacher: _____