

Lancasterian Primary School

Charging and Remissions Policy



Version No.	Date	Approved by	Review Frequency	Review Date
2	February 2017	Governors	+4 Years	February 2021

Aims

School staff organise and run school trips and activities for the benefit of our children. Some of these trips will be in school time and others outside the school day. All children at Lancasterian Primary School should have equal opportunity to benefit from school activities independent of their parents' financial means.

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the Education Act 1996 sections 449 – 462 and guidance detailed in 'A Guide to the Law for School Governors – Chapter 24, May 2012.

This policy describes how the school will try to ensure it offers a good range of visits and activities and at the same time try to minimise the financial barriers which may prevent some of our children taking full advantage of the opportunities.

Voluntary contributions

Most of the valuable educational visits (e.g. to museums, theatres, etc.) and residential trips, will fall within the scope of the act and will be not chargeable. However the Head Teacher and Governing Body have resolved that all parents will be invited to make voluntary contributions, to include all travel and other costs to cover the costs of such visits in order to continue to offer a wide variety of experiences to pupils.

The terms of any request for contributions will make clear:

- That there is no obligation to contribute.
- Pupils at our school whose parents do not make such contributions will not be treated differently from those who do.
- The level of voluntary contribution requested shall not exceed the cost of providing the activity.
- Contributions received shall not be used to subsidise pupils who do not pay, or cover the travel or other costs of teachers or other adults taking part in the activity, provide supply cover for teachers who are absent during the activity.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.

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

Charges

Charges will be made to cover the cost of all extended services outside normal school hours, except where:

- a. it is provided to fulfil the statutory duties relating to the national curriculum; or
- b. it fulfils statutory duties relating to religious education.

Parents and carers will be informed of the risk of activities not taking place if parents are reluctant to support it.

Charges will be levied for certain 'Optional Extras' out of school hours and where applicable the Governing Body will levy appropriate charges on the parents for such items as:

- Breakfast and After School Clubs
- Extracurricular clubs (including non-teaching staff costs)

- Pupils' board and lodging, travel, materials, books, instruments and other equipment for school visits which are not an essential part of the National Curriculum.
- Teaching staff costs, including board and lodging, where staff are specially engaged for the purpose of providing the chargeable activity.

Parents of children who receive Pupil Premium Funding may on occasions be offered the option to make a reduced payment with the exception of the Breakfast and After School services. The Governing Body has resolved that it cannot provide subsidised places for children attending these activities.

Charges may be made for teaching either an individual pupil, or pupils in a group of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Where ingredients, or materials (not supplied by parents) are required for areas of the curriculum and it is anticipated that they will be used to make an end product, which will then be taken home or consumed by the pupil in the school, a voluntary contribution will be requested to cover the costs.

Wilful damage, or loss of school property by pupils if chargeable under the Act. The school will recover from parents or offending pupils the cost of repair or replacement of the damaged or lost property.

Residential Activities

Special rules apply for residential activities. A trip counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into two half-days beginning at noon and midnight. On this basis, a term-time trip from noon on Wednesday to 9pm on Sunday, would last for nine half-days, including five school sessions, and would count as taking place in school time. A trip from noon on Thursday to 9pm on Sunday would count as seven half days, including three school sessions, and would therefore be classified for charging as taking place outside school time.

For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made either for the education or the cost of travel. However, charges can be made for board and lodging in these circumstances. Parents of children who receive Pupil Premium Funding may on occasions be offered the option to make a reduced payment.

Throughout the policy document, reference is made to charging, voluntary contributions, recovery of monies and remittances. The administration and collection of such monies will be undertaken by the school.

Activities not run by the school or local authority

When organisation acting independently of a school or LA arranges an activity to take place **during school hours** and parents want their children to join the activity, such organisations may charge parents. If educational or is supervised by someone authorised by the school, then it will be treated as if it were provided by the school and no charge will be made to the parents or pupils.

Such an activity, if it takes place outside the school premises, is an "approved educational activity" within the meaning of Regulation 6(4)(a) of the Education (Pupil Registration) (England) Regulations 2006 (as amended).

The Charging policy may be revised at any time by the Governing Body within the framework of the 1988 Education Reform Act.