

All Saints Church of England Primary School



Charging and Remissions Policy

Date of Review: September 2014

Date for next review: Autumn 2017

Approved by Governors:

Children's Entitlement

Every child is entitled to receive a free education with full access to the National Curriculum and Religious Education in compliance with Coventry's Locally Agreed Syllabus. We will provide all equipment and materials to ensure that children have full access to this basic education, differentiated to meet their individual needs.

However, in common with all schools, we endeavour to provide a wider and more enriched education beyond that which is afforded from the school's budget. In order for children to benefit from this, we need to make charges or request voluntary contributions.

Charges for School Activities

Legislation allows schools to charge for certain activities/ provisions which take place both inside and outside school hours.

The Governors, following Local Authority guidance, have agreed that these are the activities, provisions and materials for which parents/ carers will be charged:

- Music tuition: individual tuition in playing a musical instrument which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Individual tuition on musical instruments is provided by peripatetic teachers from the Performing Arts Service and will be charged on a termly basis. Costs will be notified, and fees are payable in advance.
- Ingredients and materials: ingredients and materials for practical subjects e.g. design technology models or cooking, where parents/ carers have been given advance notice of likely charges.
- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.
- School meals for children aged 7 years and over (Y3-6). Children in Foundation Stage, Year 1 and Year 2 are eligible for free school meals. Children up to and including Year 2 receive free fruit for morning break.
- After school and holiday club activities provided by outside providers, e.g. Elite Sports, Robin Arrows.
- Deliberate or wilful damage to school equipment or environment the Headteacher has the option of requesting a parental contribution to make good damages arising from deliberate or wilful damage to school equipment, building or environment by a pupil. The Headteacher should advise Governors when such an incident and or charge has arisen.

Activities outside school hours

A charge will be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents/ carers. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or nonteaching) engaged specifically for the activity.

Requests for Voluntary Contributions

Legislation allows schools to request voluntary contributions to fund certain activities:

Educational Visits/ Visitors/ Special Events

- Usually once or twice a term we arrange educational visits or special events e.g. Book Week. We also invite in advisers, theatre groups and other specialists. These are integral to the learning and are usually planned in conjunction with the particular topics being studied. Such visits/ visitors greatly enrich children's learning experiences, giving them access to resources and expertise that we cannot reproduce in school. We try to give parents as much notice as possible about these visits/ events – usually with the curriculum letter that each class teacher sends home at the beginning of term.
- Year 6 children have the opportunity to go on a residential visit.

Inclusion

Although we may only request 'voluntary' contributions, in practice these ventures cannot take place if we do not collect sufficient funds to cover most of the costs. No child is ever penalised for non-payment. If you have any difficulties meeting these or other requests for money, please contact the Headteacher, who will deal with the matter with utmost sensitivity.

Remissions

Parents in receipt of Child Tax Credit (without any working tax credit whose annual income doesn't exceed £16,190), Income support, Income based Jobseekers Allowance or Part VI of the Immigration and Asylum Seekers Act 1999, may apply in confidence for a partial remission of charges where charges may be made. The Governing Body policy in these cases is:

- Where possible a part contribution may be requested from parents seeking some remission, initially at fifty per cent of the full charge.
- In cases of hardship then the Headteacher will have discretion to provide remission from funds. This matter shall be treated in confidence.
- The Finance committee shall receive a summary of the level of expenditure resulting from action where the allocated budget has been exhausted.