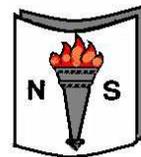


# Newberries Primary School

*'Play Together, Learn Together, Achieve Together, Grow Together'*



## **CHARGING AND REMISSIONS POLICY**

### **INTRODUCTION**

The Governing Body recognises the valuable contribution that additional activities can make towards the children's personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional activities.

The Governing Body wishes to align this policy with the LEA's charging policy as stated in the Handbook of Financial Regulations.

### **CHARGES**

The Governing Body reserves the right to authorise a charge in the following circumstances for activities organised by the school:

#### **Activities outside school hours**

The full cost for each parent for activities deemed to be optional extras taking place outside school hours such as theatre and concert visits, writing weekends.

#### **Group or Individual Instrumental Tuition during or outside school hours.**

The cost to the parent for providing optional group or individual instrumental tuition.

#### **Charging in kind**

The Governing Body may charge for ingredients and materials or require them to be provided, if parents have indicated in advance that they wish to own the finished product.

The Governing Body may also charge for the cost of repair and/or replacement of items wilfully damaged or loaned and subsequently damaged or lost.

### **REMISSION**

The Education Reform Act 1988 requires that charges be remitted in relation to the cost of individual music tuition in the case of children whose parents are in receipt of income support or family credit.

The school will aim to provide assistance for children from families in financial need and parents are advised to contact the Headteacher in confidence.

## **VOLUNTARY CONTRIBUTIONS**

Legislation does not prevent the school from asking parents for a voluntary contribution towards the cost of a given activity or visit. This contribution, however, must be optional, and with prior parent agreement.

Parents are asked therefore to contribute voluntarily towards the cost for:

- Educational visits to museums, theatres and other sites of interest which support the children's learning.
- Sporting activities which require transport expenses, including swimming.
- Outdoor adventure activities.
- Visits by authors, poets, environmentalists, scientists, musicians, theatre groups and other experts who come into school to extend the children's knowledge and experience.
- Group instrumental tuition that is deemed to be required by the National Curriculum.

### **Residential Trips**

The Governing Body may charge parents for board and lodging costs for residential trips, apart from parents who are in receipt of benefits, and who may be eligible for financial support towards the cost of the trip.

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 the charge for board and lodging:

- Income Support
- Income Based Job seekers Allowance
- Income-related employment and support allowance
- Child Tax Credit - with a taxable income no more than £16,040 and not in receipt of Working Tax Credit
- Pension Credit (Guarantee Credit)
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit - payable at a rate higher than the family element ie: £547.50 (this is £1,095.00 for parents who also have a child under one year old)

### **Please note:**

*As of 1st January 2010, HM Revenue & Customs are withdrawing the concession that permitted trip providers who act as tour operators to issue VAT invoices to schools who book travel packages with them. A travel package will normally include elements such as accommodation, transport, visits and activities.*

*The consequence of this change is that there will be no VAT element that schools can reclaim from HCC on curriculum trips booked through tour operators. Therefore when costing trips, the total price quoted by the tour operator must be budgeted for in terms of identifying the individual charges to pupils.*

## **School outings and day trips**

School outings and day trips only operate if parents provide the voluntary contribution suggested by the school. If only some were to do this and it was considered that insufficient funds were available to make the proposed activity viable, then in the interest of fairness amongst all the children the school outing or day trip may be cancelled.

The school looks forward to the support, understanding and generosity of parents.

The Governing Body may from time to time, amend the categories of activities for which a voluntary contribution of charge be made.

Standard paragraph appended to all letters to parents where voluntary contributions are applicable, in this example, swimming lessons:

*'In accordance with the Education Act, 1988, we are not allowed to charge for swimming lessons. However, the Governors have agreed that we should ask parents to make voluntary contributions. If any parent has a financial problem, please contact me as the school may be able to help.'*

## **MUSIC TUITION**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual and group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual and/or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits are exempt from payment.

## **SWIMMING**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of transport and tuition. We inform parents when these lessons are to take place, and ask parents for their written permission for their child to take part in swimming lessons.

## **REFUNDS**

It is the school's policy to refund surplus amounts made on any particular activity, if that amount exceeds £5 per child. Amounts less than this will be absorbed within the school's funds for related expenditure.

**Swimming:** Children are not refunded for days when they have been absent from school, unless at the discretion of the Head, (e.g. broken limbs, long term illness).

**Milk:** No refunds are given for milk not taken, as this has to be pre ordered and paid for regardless, unless at the discretion of the Head.