



Layfield Primary School

Charging and Remissions Policy

October, 2017

Review date: October, 2018

1. INTRODUCTION:

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities. However, due to the limited funds in the delegated budget, the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

We aim to be an inclusive school and offer equality of opportunity and diversity when needed to all groups of pupils within school.

2. CHARGING FOR VISITS

2.1 All Visits

The group leader should always ensure that parents are notified as early as possible as to:

- The total cost of the visit
- How much of the cost (if any) will come from school
- How much each parent will need to pay or be asked to contribute towards the cost of the visit
- How much spending/pocket money students will reasonably need (especially important for trips which involve a residential element)

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc.

A system will be established for parents to pay in instalments in the case of residential visits/trips. This may involve the collection of payments beyond the date of the trip in order that no parent may feel at a disadvantage. We do not discriminate against students from families on lower incomes by offering opportunities on a 'first pay, first served' basis.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

2.2 During Normal School Hours:

Although schools cannot charge for school-time activities, it is policy to ask parents for a voluntary contribution towards the cost of educational visits. In reality, the value of the requested contributions may equate to the total cost of the visit and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled - parents are notified of this should this situation occur. Pupils whose parents/guardians do not contribute are not discriminated against and students are not left out.

The Governing Body may offer to remit part or full costs of:

- visits, if there is more than one student from the same family involved, the contribution requested is considerable, and it is felt that a student may not be permitted to attend the visit due to the costs incurred by the family.

- full board and lodging for any residential activity which:
 - Takes place during school hours or;
 - Is not an optional extra (see following section for definition).

The decision to offer to remit board and lodging costs, as above, is subject to the parents of a student being in receipt of:

- Income Support;
- Income-Based Jobseekers' Allowance;
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they are not entitled to Working Tax Credit and their annual income doesn't exceed the amount required for Free School Meal entitlement.

A request for parental contributions should be obtained in one of two ways:

i) Sample Parental Declaration. Parents sign a declaration that contains e.g. I understand:

- That current legislation permits the School to ask for voluntary contributions towards the costs involved;
- That no student will be discriminated against on the grounds of inability to pay;
- That if sufficient money is not raised by voluntary contributions, then the visit may have to be cancelled.

ii) Signed Slip received back from parents:

A letter about the visit is sent out to parents and contains a reply slip (with space for parental signature) and also a section on meeting the costs of the visit, the essence of which is contained in the following example:

"All pupils will need to take a packed lunch with them. Pupils who receive free School meals will be provided with a packed lunch. As we are travelling by coach, a small cost will be incurred. Current legislation permits us to ask only for voluntary contributions towards the costs involved. No pupil will be discriminated against on the grounds of inability to pay, but if sufficient money is not raised by voluntary contributions, then the visit will have to be cancelled. A contribution of £___ should be sufficient to ensure that the trip can proceed."

2.3 Outside Of Normal School Hours/Optional Extras

The Headteacher can charge parents for board and lodging on residential visits, as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- Falls wholly or mainly outside school hours, i.e. a foreign trip during the school holidays is an optional extra.
- Does not form part of the National Curriculum or the statutory requirements for religious education;
- Is not part of a syllabus towards a Prescribed Public Examination

The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge.

3. MUSICAL INSTRUMENTAL TUITION

The LA, due to the large administrative burden involved in pursuing non-payment, centrally collects the fees for peripatetic lessons.

4. INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'.

5. BROKEN EQUIPMENT (REPLACEMENT)

Parents are asked to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment.

6. CONTRIBUTION TOWARDS THE EYFS CURRICULUM

Parents of pupils in Nursery and Reception are asked to contribute towards the cost of consumable items such as cooking ingredients, play dough etc. Such resources enrich the curriculum and the learning experiences that can be offered. A small charge of 50p a week is requested from parents in order to support the school in meeting the cost of these items.

7. UNIFORM

School uniform is not compulsory, however pupils are required to wear suitable clothing of a similar nature to the uniform. Uniform is available from more than one supplier to give parents the choice of cost and quality. Should parents wish to purchase uniform items other than through the school ordering system they may do so. The only items of uniform which can only be purchased from a single provider are the school sweatshirt or cardigan which has the logo embroidered onto it and the school tie.

8. REMISSIONS

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for such remission.