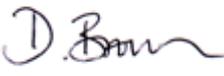


Clifton Green Primary School



Charging and Remissions Policy

Signature of Chair of Governors	
Signature of Headteacher	
Date of Adoption:	November 2016
Date Reviewed: Annually	October 2018
Member of Staff Responsible	Lisa Green
Reviewing Committee	Resources
Statutory/Non-Statutory	Statutory

CONTENTS

<u>Section</u>	<u>Page No.</u>
1.0 AIMS OF THE POLICY	3
2.0 BACKGROUND TO THE POLICY	3
3.0 ITEMS FOR WHICH NO CHARGES WILL BE MADE	3
4.0 ITEMS FOR WHICH CHARGES WILL BE MADE	4
4.1 Within School Hours	4
4.1.1 Educational visits and activities – voluntary contributions	4
4.1.2 Swimming	4
4.1.3 Music	4
4.1.4 Craft/Technology Activities	4
4.1.5 Early Years Provision	4
4.2 Not within School Hours	5
4.2.1 Residential Visits	5
4.2.2 Optional Extras	5
4.3 Other Charges	5
4.3.1 Additional Text Books and Study Materials	5
4.3.2 Lost or Damaged Items of School Property	5
4.3.3 School Uniform	5
4.3.4 School Meals	5
4.3.5 Public Examinations	6
5.0 HIRE OF SCHOOL PREMISES	6
6.0 REMISSIONS	6
Appendix 1 - Model Application Form for the Remission of Charges	7

1.0 AIMS OF THE POLICY

Clifton Green Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independently of their parents/carers financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may otherwise prevent some pupils taking full advantage of the opportunities.

2.0 BACKGROUND TO THE POLICY

Sections 449 to 462 of the Education Act (1996) requires all schools to have a policy on charging and remissions for school activities, This legislation may be viewed at http://www.opsi.gov.uk/acts/acts1996/ukpga_19960056_en_28

3.0 ITEMS FOR WHICH NO CHARGES WILL BE MADE

- 3.1 Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- 3.2 Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- 3.3 Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- 3.4 Transporting registered pupils
 - to or from the school premises, where the local education authority has a statutory obligation to provide transport;
 - to other premises where the governing body or local education authority has arranged for pupils to be educated;
 - to enable them to meet an examination requirement when they have been prepared for that examination at the school; and in connection with an educational visit.

4.0 ITEMS FOR WHICH CHARGES WILL BE MADE

4.1 Within School Hours

4.1.1 Food Technology

All pupils have the opportunity within the school curriculum to taking part in activities such as cooking and technology. The governing body reserves the right to charge for ingredients and materials at cost when they are not provided by the parents/carers.

4.1.2 Educational visits and activities – voluntary contributions

When organising educational visits or activities, which enrich the curriculum and the experience of pupils, the school invites the parent/carer to make a voluntary contribution towards the cost of the visit or activity. Although not an exhaustive list; these activities may include visits to museums, galleries and the theatre as well as sporting activities.

If the school does not receive sufficient voluntary contributions we may need to cancel the visit or activity. When a visit or activity does go ahead it may include pupils whose parents/carers have not paid any contribution. We may not, by law, exclude these pupils and indeed would not wish to treat them differently from others.

4.1.3 Swimming

The costs of providing swimming tuition in the local public pools, including transport, hire of the pool and provision of instructors, will be reviewed on an annual basis. Although the school will provide some funds to support this activity to ensure all pupils' educational requirements for swimming will be met, it will be necessary to request voluntary contributions to offset the balance of costs.

4.1.4 Music

All pupils study music as part of the normal school curriculum for which no charge is made. In addition, several music groups run during the school day, at lunchtime or after school for which no charge is made (e.g. Young Voices Choir). The governors do, however, reserve the right to charge for these activities as "optional extras" if they occur outside school hours and are not part of the National Curriculum.

Peripatetic music teachers teach individual or group lessons for which a charge is made. There may be some remission of fees for those families in receipt of certain state benefits. Information about additional music tuition is available from the school office.

4.2 Not within School Hours

4.2.1 Residential Visits

Charges will be made for the cost of the visit (Board and lodging, travel costs, entrance fees etc.). Families are invited to pay in instalments over several months or in one single payment. Any parent/carer who refuses or is unable to meet the charge should not expect their child to be included. Any parent/carer unable to meet the cost is invited to apply for a remission, please refer to section 6.

4.2.2 Optional Extras

Charges may be made for some activities known as "Optional Extras". These may include-

- extracurricular activities
- any equipment and/or staffing in relation to extracurricular activities
- Breakfast and After School Clubs £2.50 and £7 per day respectively.

Any charge made in respect of individual pupils will be made on a non-profit making basis and not intentionally exceed the actual cost of providing the activity. It will not, therefore, include an element of subsidy for any other pupil. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Charges made by external providers of activities are the responsibility of those providers and consequently not covered by this Policy.

4.3 Other Charges

4.3.1 Additional Text Books and Study Materials

From time to time recommendations may be made regarding additional text books, equipment and study materials which could enhance a pupil's learning. In these circumstances it is the parent/carer's choice to purchase and therefore the charge will be met in full by the parent/carer. Any such charge will be equal to the cost price of the item concerned to the school.

4.3.2 Lost or Damaged Items of School Property

Parents/carers may be asked to make a contribution towards replacing damaged school property caused wilfully or negligently by their child/ren. This may include window breakage and removal of graffiti. A charge to cover the cost of replacement may also be made for lost or damaged items of school property, including library books/text books.

4.3.3 School Uniform

Clifton Green Primary School uses a clothing supplier who provides quality school wear at affordable prices. We may have some second hand uniform available for a contribution to School Funds

4.3.4 Additional non Funded hours

Parents requiring additional care for nursery children outside of funded hours

will be charged at £5 per hour. Meal costs will be charged at £2.40 per meal.

4.3.5 School Meals

Parents/carers whose child takes a school lunch must pay the relevant cost stated by the school. Costs should be settled on a weekly basis. If school meal debt exceeds £20 and remains outstanding, meals will not be provided by the school. Pupils may be eligible for free schools meals. Application forms available from the school office.

5.0 HIRE OF SCHOOL PREMISES

Governors wish to encourage community use of the school's facilities when they are not required for school use. Details of the facilities available, the Terms and Conditions of Hire and the scale of Charges may be found in the school's Hire of Facilities (Lettings) policy.

6.0 REMISSIONS

Clifton Green Primary School believes that all pupils should have equal opportunities to benefit from school activities and visits both curricular and extra-curricular, independently of their parent's/carer's financial means. To that end the Governing Body has agreed in circumstances of family hardship they will invite parents to apply, in confidence, for remittance of charges in part or in full. Pupils may be eligible for a remission of charge of 25% or 50% if their parent/carer can provide evidence of being in receipt of at least one of the following:-

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

In cases where the specific circumstances, often temporary, of a particular family's hardship fall outside these criteria; the Headteacher may use their discretion to remit charges in part or in full.

If a parent/carer wishes to apply for a remission of charge a form is available from the school office. Authorisation for such remission will be made by the Headteacher and/or a nominated Governor.

The decision of the Headteacher and/or nominated Governor will be final.

Appendix 1 – Application Form for the Remission of Charges

Clifton Green Primary School Kingsway North Clifton York YO30 6JA	APPLICATION FORM FOR REMISSION OF CHARGE 01904 555105 cliftongreenprimary@york.gov.uk
--	--

To apply for a remission of a charge a parent/carer should complete this form with the following information.

Family name of Parent/Carer	Mr/Mrs/Miss/Ms/Dr/
Forename/s	Relationship to pupil
Full Postal Address	
Postcode	Phone No. Mobile No.

Please give details below of each dependent child who is in full-time attendance at the school for whom you wish to apply for remission

Full Names of Child/ren	M/F	Date/s of birth	Class/es

Name of Activity	Date of Activity
Please state the reason(s) why you are requesting remission:	

I wish to apply for remission of charges for the educational activity detailed above

Signature of Applicant Date

Please return the completed form to the school office in an envelope addressed to the Headteacher and marked confidential.

For School use only

Remission Approved	Yes / No	Reason
Signed by		
Position		
Date		