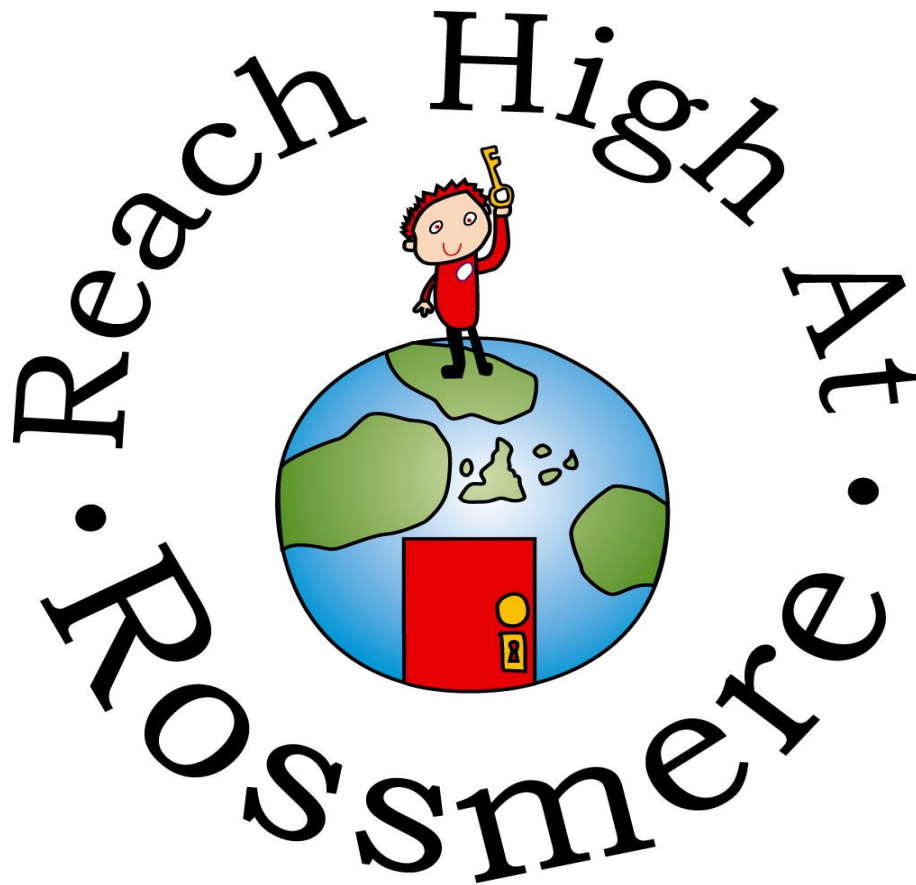


ROSSMERE PRIMARY SCHOOL



CHARGING AND REMISSIONS POLICY

ADOPTED BY THE GOVERNING BODY

AUTUMN 2016

Policy Number 15

Charging Policy Index

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Introduction

This Policy is the General Policy on Charging, drawn up by the Governing Body of Rossmere Primary School, Hartlepool. It sets out to explain when and when not, the school will charge parents and others for school activities and school trips.

Charging Policies

This Policy complies with the Education Act 1996. It also complies with the General Policy on Charging, drawn up by Hartlepool Local Authority (Nov. 2006).

Education

The school will not charge for:

- Education provided during school hours (including the supply of materials, books, instruments or other necessary equipment);
- Education provided outside of school hours if it is part of the National Curriculum
- Tuition for pupils learning to play musical instruments, if the tuition is required as part of the National Curriculum

The school will charge for:

- Any materials, books, instruments or equipment, where the child's parents wish their child to own them;
- Optional Extras. ([See Appendix 1](#))
- Music Tuition, in limited circumstances. See page 3.
- Before and After School Care
- Afters School Clubs (except in exceptional circumstances)

Voluntary Contributions

The school may ask parents or others for voluntary contributions to benefit the school or school activities. Voluntary contributions should be in cash.

If the proposed activity cannot be funded without voluntary contributions, the Governing Body or the Headteacher will make this clear to the parents at the outset. The Governing Body or Headteacher will also make it clear to parents that there is no obligation to make any contribution, and that no child will be excluded from any activity because their parents are unwilling or unable to contribute towards the expense.

If sufficient voluntary contributions are not raised to fund a trip or activity, then it must be cancelled.

Residential Trips

Schools cannot charge for:

- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

Schools can charge for:

1. Board and lodging, including that of necessary supervisory staff, but the charge must not exceed the actual cost.

If a parent is unwilling or unable to pay towards the cost of the trip, their child will still be given an equal chance to go on the visit. If sufficient voluntary contributions are not raised to fund a trip or activity, then it must be cancelled.

Every child will be treated equally when allocating places on school trips.

A flow chart giving guidance on charging for educational visits is given in [Appendix 3](#). Information on charging and exemptions from charges is given in [Appendix 2](#). Parents will be given this information when a trip is proposed.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Charges may be made for tuition in playing a musical instrument, for either an individual or a group of up to four, provided that the teaching is not an essential part of either the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school.

The costs, or a proportion of the costs, for providing teaching staff for tuition in playing a musical instrument outside of school hours can be charged, if the teaching is not part of the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school. This is an optional extra.

Transport

Schools cannot charge for:

- Transporting registered pupils to or from the school premises, where the Children's Services Authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the Governing Body or Children's Services Authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when that pupil has been prepared for that examination at the school;
- Transport provided in connection with an educational trip.

Schools can charge for:

- Any other transport. This is a permitted optional extra. ([See appendix 1](#))

Remissions Policy

The Governing Body has a policy setting out the circumstances in which they will remit (wholly or partly) any charge which would be payable to them in accordance with the Charging Policy.

Education Partly During School Hours

Where an activity takes place partly during school hours and partly outside school hours, there is a basis for determining whether it is deemed to take place inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum.

Non-Residential Activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to have taken place completely during school hours. Time spent on travel in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on the activity falls during school hours, it is deemed to have taken place completely outside of school hours. For example, an excursion might require pupils to leave school before the school day ends, but the activity does not end until late in the evening.

Residential Visits

If the number of school sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half-day" means any period of 12 hours ending with noon or midnight on any day.

Note the following examples:

Example 1: Visit during school hours

Pupils are away from noon on Wednesday to 9pm. on Sunday.

Using the above calculation, this example trip would equate to nine half-day sessions, including five sessions of normal school hours (i.e. more than 50% in school time).

This trip is deemed to have taken place in school hours.

Example 2: Visit outside of school hours

Pupils are away from noon on Thursday to 9pm. on Sunday.

Using the above calculation, this example trip would equate to seven half-day sessions, including three sessions of normal school hours (i.e. less than 50% in school time).

This trip is deemed to have taken place outside of school hours.

Review

As part of the two year rolling programme this policy will be reviewed in **Autumn 2018**.
Reviewed by Headteacher.

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment and also accommodation and transport costs of supervisory staff on residential visits.

Optional Extras are:

- Education provided outside of school time that is not:
 - a) Part of the National Curriculum.
- Transport that is not required to take the pupil to school, or to other premises where the Local Authority or Governing Body have arranged for the pupil to be provided with education;
- Board and lodging for a pupil on an educational trip;
- Any materials, books, instruments or equipment provided in connection with the optional extra;
- Non Teaching Staff (for example):
 - i) NGB coaches,
 - ii) Activity Instructors, etc.
- Teaching Staff engaged under contract for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- The cost or a proportion of the cost, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils may not exceed the actual cost of providing the optional extra activity, divided by the number of **pupils** participating.

It may not therefore include an element of subsidy for any other pupil willing to participate in the activity whose parents are unwilling or unable to pay the full voluntary charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours, the charge cannot include the alternative provision for those pupils who do not wish to participate. **Therefore no charge can be made for supply teachers to cover for those teachers absent from school accompanying pupils on a residential trip.**

Participation in any optional activity will be based 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.

Information to parents concerning the Charging for School Educational Visits

Day Visits

Occurring in School Time

1. If the visit is **directly** linked to work for **external examinations** or **coursework**, then all pupils studying that course or subject have an **entitlement** to attend. The visit can be funded by voluntary contributions but the school must inform parents that if they are unable to pay the full amount, then the **school must provide the difference**.
2. Recreational visits or those that are in support of curriculum areas but not directly linked to external examinations or coursework can be paid for by voluntary contributions. The school can inform parents of this cost but must also make it clear that those who are **unable to pay the full amount will not be excluded** on the basis of cost. If sufficient funds are not available then the trip may have to be cancelled.

The Governing Body or the Headteacher may also decide to subsidise the costs from the school's own funds (if funds are available).

Voluntary contributions **must not exceed** the actual cost of the visit.

Out of School Time

1. If the visit is **directly** linked to work for **external examinations** or **coursework**, then all pupils studying that course or subject have an **entitlement** to attend. The visit can be funded by voluntary contributions but the school must inform parents that if they are unable to pay the full amount, then the **school must provide the difference**.
2. Recreational visits or those that are in support of curriculum areas but not directly linked to external examinations or coursework **can be charged for**. The charge **must not exceed** the actual cost of the visit but those who are unable to pay would be unable to take part in the visit.

Residential Visits

In School Time (i.e. more than 50% education time)

1. If the visit is **directly** linked to work for **external examinations** or **coursework**, then all pupils studying that course or subject have an **entitlement** to attend. The visit can be funded by voluntary contributions but the school must inform parents that if they are unable to pay the full amount, then the **school must provide the difference**.
2. Voluntary contributions can be asked for to pay for the visit, provided that parents are made aware that those who are **unable to pay the full amount will not be excluded** on the basis of cost. If sufficient funds are not available then the trip may have to be cancelled. The Governing Body or the Headteacher may also decide to subsidise the costs from the school's own funds (if funds are available). Parents are to be made aware of this being a possibility **before** a visit is arranged. Voluntary contributions **must not exceed** the actual cost of the visit.

Out of School Time (i.e. less than 50% education time)

3. If the visit is **directly** linked to work for **external examinations** or **coursework**, then all pupils studying that course or subject have an **entitlement** to attend. The visit can be funded by voluntary contributions but the school must inform parents that if they are unable to pay the full amount, then the **school must provide the difference**.
4. Recreational visits or those that are in support of curriculum areas but not directly linked to external examinations or coursework **can be charged for**. The charge **must not exceed** the actual cost of the visit but those who are unable to pay would be unable to take part in the visit.

Charging Policy for Educational Visits Flow Chart of Possibilities

