IVESON PRIMARY CHARGING AND REMISSIONS POLICY

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Charges cannot be made for ……

The Governing Body of the School recognise that legislation prohibits charges for the following;

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- 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.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at the school.
- 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, 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.

- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for ……

- The proportionate costs for an individual child of activities wholly or mainly outside school hours (‘optional extras’) to meet the costs for;
    - Travel
    - Materials and equipment
    - Entrance fees
    - Insurance costs
- Vocal and musical instrument tuition.

- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs.
- Any extended school activity
- Any additional hours (greater than the statutory 15) deemed to be for child care for 2 year olds. In accordance with the Education (Charges for Early Years Provision) Regulations 2012.
- Damage/vandalism/loss to and of school property.
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy).

Voluntary Contributions

(In this section the governing body have to determine whether or not voluntary contributions are to be requested from parents.)

Parents will be invited to make a voluntary contribution for the following;

a) *Off site visits to centres, museums, galleries which charge an admittance fee*
b) *Educational Centres which charge for their services*

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents;

a) that the contribution is genuinely voluntary and a parent is under no obligation to pay

b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

(Where a request for voluntary contributions is included in the policy the governors should set out the purposes to which the voluntary contributions will be put.)
Voluntary contributions will be used to;

- Fund all or part of off site visits
- Fund all or part of performances/shows/events on school or off site
- Cover all or part of transport costs
- Cover all or part of insurance costs

Date of Policy review – 17th October 2019
Last Review date– 25/03/25
Next Review due – Spring Term 2028