St Peter's Church of England Voluntary Aided Primary School

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St Peter's Church of England Primary School

Charging and Remissions Policy

Committee Responsible: Finance and Premises

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Introduction
The education provided by any maintained school must be free and this includes materials, equipment and any transport that is needed to take pupils from the school to the activity such as to the local swimming pool for swimming lessons. Under the charging provisions of the Education Act 1996, governing bodies of maintained schools may choose to charge for certain defined activities, but can only do this if they have first drawn up a statement of their charging and remissions policy. The Charging and Remission Policy for St Peter's Primary School is detailed below: -

Charging Policies
When a charge is made for each pupil in an identified activity, this will not exceed the actual cost. If further funds need to be raised, for example, to help in hardship cases, this will be by voluntary contributions or general fundraising, and not by charging the paying pupils more.

The permitted charge will include an allowance for the costs of teachers from the school who supervise the activity, but only if those teachers have been given a separate contract to provide the optional extra. A contract need not be a formal document. It could be a simple letter to a teacher asking him or her to provide a service on a particular occasion.
Charges for the following activities will be made: -
• board and lodging on residential visits

• costs associated with individual tuition, and tuition in groups, in the playing of musical instruments, including vocal tuition, out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum)

• activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and which are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education

• the cost of entering a pupil for a public examination, not prescribed in regulations, and for preparing the pupil for such an examination outside school hours

• re-sits of prescribed public examinations when no further preparation has been provided by the school
• optional extras.

School Hours
'School hours' mean when the school is in session (8.30am – 3.15pm) and does not include breaks or INSET days.

Other Activities During School Hours
In addition to music tuition, non-school organisations may be asked by the school to arrange an activity to take place during school hours and such organisations may charge parents where parents want their children to join the particular activity, such as a visiting outside theatre group or a school trip. While school cannot charge for school time activities, they can still ask parents to make voluntary contributions to help school funds go further where this is the source of funding. It is legitimate for the school to say a particular activity cannot take place if sufficient voluntary funding is not forthcoming. However, no pupil will be left out of such an activity because her or his parents cannot or will not make a contribution.

Voluntary Contributions
Although school cannot charge for school-time activities, we may still invite parents and others to make voluntary contributions (in cash or in kind) to make school funds go further. All requests to parents for voluntary contributions make it quite clear that the contributions are voluntary. School also wish to make it clear that children of parents who do not contribute will not be treated any differently. If a particular activity for pupils cannot take place without some financial help from parents, then this will be explained to parents at the planning stage. The essential point is that no pupil may be left out of an activity because his or her parents cannot make a contribution of any kind.