



Kingsley Primary School

Charging and Remissions Policy for School Activities

Reviewed and revised : September 2014

To be reviewed : September 2017

Ratified by Chair of Governors

Signed:

A handwritten signature in black ink, appearing to read 'I Mills', is written over a faint dotted line. The signature is stylized and cursive.

Mr I Mills.

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Introduction

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance has been written to provide at-a-glance information and complements the information given in “A Guide to the Law for School Governors” (Chapter 23). This guidance accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms. This guide is also referred to in paragraph 1.82 in the School Admissions Code, and in paragraph 1.97 in the revised School Admissions Code (in force from 10/2/09).

The Governing Body of Kingsley Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Education

At Kingsley Primary School we do not charge for:-

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

The School may charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras i.e. clubs/education provided outside of school time that is not part of the National Curriculum; transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and board and lodging for a pupil on a residential visit.
- music and vocal tuition, in limited circumstances (see section on music tuition.)

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

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.

Damage to or loss of school property.

The School reserves the right to make full or part charge on parents for the costs of damage or loss of school property due to deliberate actions or neglect. The Headteacher will determine the level of charge.

Voluntary Contributions

The School may request voluntary contributions from parents for activities in or out of the school day for which compulsory charges cannot be levied but which can only proceed if the level of voluntary funding is sufficient.

In all circumstances where a voluntary contribution is requested, the letter of invitation will make that clear, together with any terms or conditions regarding deposits, frequency of payments and refunds.

The School will ensure that no student is excluded from such activities by reason of inability or unwillingness to pay.

The recommended level of individual voluntary contributions set for any activity will be such that the total sum collected will not exceed the total cost of the activity.

Should the total amount of the voluntary contributions fail to cover the costs of an activity, the School reserves the right to cancel the activity and refund all voluntary payments made in full.

If a child chooses to withdraw from a visit when a voluntary contribution has been made, and the School has used or committed the contribution for necessary payments in connection with the visit, the School will only refund that voluntary contribution if a replacement paying member of the group can be found. In such circumstances, the School will make every effort to find a suitable replacement. Where no costs are incurred through late withdrawal, then a refund will be made in full;

If a child is obliged to withdraw from a group due to unforeseen circumstances beyond the control of the child or his/her parents, then the School will make best efforts to give a full refund.

Residential Visits

Schools **cannot** charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit 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; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

In exceptional circumstances parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging or where appropriate given a bursary towards their contribution:

- Income Support;
- Income Based Jobseekers Allowance (not contribution based);
- 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) does not exceed £16,190 (Financial Year 2013/14);
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

Music Tuition

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

Through Croydon Music Service we offer extra musical instrument tuition to pupils whose parents request this. They pay CMAS direct.

As part of the Soundstart provision we charge a small fee to cover the loan of instruments and to cover breakages (ie guitar strings). We have followed CMAS guidelines for this.

Water

Each class is provided with a chilled water dispenser. Parents are invited to contribute towards the cost of this provision. This is entirely voluntary as drinking tap water is available for all children.

Transport

The School does not charge for:

- transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;

General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.