

The Priory CE VA Primary School



Charging and Remissions Policy

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Approval	Board of Governors	Chairman	Sue Solly
Headteacher	Paul Ruffle	Signature	20.11.2019
Date of last review	December 2017	Date of this review	Nov 2019
Date of next review	3 Yearly – Nov 2022	Maintenance	Headteacher

Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

Voluntary contributions

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip.

A request for contributions will be calculated by dividing the cost equally amongst the number of pupils involved and will not exceed the total cost of providing the activity. When a trip/activity is planned, full details will be sent to parents/guardians outlining the level of voluntary contribution sought and the date by which the contribution will need to be paid. This is to avoid the school incurring cancellation fees and/or a loss of deposit due to insufficient voluntary contributions being received and the trip/activity having to be cancelled.

All contributions are voluntary. However, if insufficient voluntary contributions are received, it may be necessary to cancel the trip or activity in which case any monies received will be returned.

Parents have a right to know how each trip is funded; the school provides this information on request. The contributions will not include a levy to make up for children whose parents are either not willing or are unable to pay.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child will not be excluded from participating fully in the trip or activity or treated any differently to the children whose parents have made the contribution.

The opportunity to pay in instalments will be offered to parents who enquire if they can pay in this way.

In the event that a child does not participate in an activity for which a voluntary contribution has been made, a refund may be made at the discretion of the Head Teacher on written application by the Parent/Care.

The Governors appreciate the on-going support of the parents and guardians in continuing to make contributions, thereby enabling the school to provide a range of opportunities for their children.

Residential Activities

When the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging, entrance fees and travel expenses.

Music Tuition

All children study music as part of the normal school curriculum. There is no charge for this learning. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons.

Private Music Tuition is provided at the request of parents, both in and outside school hours. The cost and payment of these private lessons is negotiated directly between the private teacher and parents.

Breakages and Losses

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Lettings (Evenings and School holidays)

Please see the separate policy related to lettings of the school premises.

Optional extra activities e.g. sports clubs

From time to time activities may be offered outside school time. If the activity is outside the National Curriculum it is defined as an optional extra, and a charge will be made to cover the actual cost incurred.

The school therefore may charge where it enables an increase or enriches non-statutory extra curricular provision at any time.

Participation in these activities will be on the basis of parental choice and a willingness to meet the cost of the activity.

Swimming

The school organises swimming lessons for all the children in Year 3 and catch-up lessons for older children who did not meet the requirements of the National Curriculum. These take place in school time and are a part of the National Curriculum; therefore we make no charge for the hire of the facilities and the coaching sessions.

However we do ask for a voluntary contribution from parent/Guardians to cover the cost of swimming provision.

Financial Support

If parents are experiencing financial difficulty they are invited to write in confidence to the headteacher.

Parents of children who are receiving certain benefits and those on the Pupil Premium register are entitled to support towards part or all of the costs of certain trips, clubs and activities. The relevant benefits criteria at the time of the trip will apply.

Freedom of Information Act 2000 – Finding Costs and Charges

There is no charge for finding the information for requests which cost less than £100.

The right to access information needs to be balanced by the school's need to carry out core regulatory duties economically, efficiently and effectively. The Act allows public authorities to decline to comply with requests for information where the cost of finding the information would be over the cost limit.

The cost of £100 will be calculated at £20 per person per hour for the time taken to

- determine whether the information is held,
- locate and retrieve it, and
- extract the information from a document(s) containing it. We will not take into account any time spent
- deciding whether information should be released; or
- applying exemptions; or
- considering the public interest test.

If a request is considered to exceed £100, where possible we will help the enquirer try to refine their request so that it falls within the cost threshold set out above.

FOI postage and copying

Where the cost of postage, printing or photocopying is below £10 the school will not make a charge.

Where it is over £10, the first £10 will be free of charge, thereafter, the school will charge the full estimated cost of postage and copying and will inform the enquirer of the cost prior to producing the information.