

Aspire Learning Trust



Policy Reference: Charging & Remissions Policy

To be reviewed: Annually

Policy Owner: Local Governing Body (New Road Primary School and Park Lane Primary School and Nursery)

Policy Progression Revisions		
Date	Reviewed	Description of changes

Date Approved	
Date Reviewed by	
Signature of Chair	
Print Name	

GOVERNORS' CHARGES AND REMISSIONS
The Legal Position
Activities Partly During School Hours

The aim of this policy is to clarify procedures within New Road Primary School. It is based upon 'Charging for School Activities – Education Act 1996 (Section 451)'.

1 The Legal Position

1.1 Schools may invite, but not require, parents to make voluntary contributions to the school's activities in order to enhance what is otherwise provided e.g. school visits or journeys.

1.2 Charges may be made for the cost of activities provided outside school hours except where the activity is specifically required by external examination syllabus or national curriculum legislation.

1.3 Schools are prohibited from charging for any activity undertaken within normal school hours except for board and lodging on residential courses.

2 Activities Partly During School Hours

2.1 *Non-residential Activities*

If 50% or more of the period spent on the activity occurs during school hours then the activity is deemed to take place in school time.

Where less than 50% of the period spent on the activity falls during school hours then the activity is deemed to take place outside school hours and may therefore be considered an 'optional extra'.

In calculation:

- Travel time can be counted only if the travel itself occurs during school hours.
- School hours do not include the mid-day break.

2.2 *Residential Visits*

For residential visits the calculation is based on the number of half-days taken up by the activity, including travel, relative to the number of school sessions the participant would have attended if the activity had not taken place.

In calculation:

- A school day must be divided into two sessions.
- A 'half-day' means any period of 12 hours ending with noon or midnight.
- Where 6 or more hours of a half-day are spent on the visit then the whole half-day counts.
- Where half or more of the school session is spent on the visit then all of the session counts.

If the number of school sessions missed by the participant is less than 50% of the number of half-days taken up by the activity then the visit is deemed to take place outside school hours.

If the number of school sessions is 50% or more of the number of half-days then the visit is deemed to take place during school hours.

GOVERNORS' CHARGES AND REMISSIONS
Voluntary Contributions
Board and Lodging
Remissions

3 Voluntary Contributions

3.1 In seeking voluntary contributions for school activities schools must make it clear to parents that:

- There is no obligation to contribute.
- That pupils, will not be treated differently according to whether or not their parents have made a contribution.

In consequence schools are permitted and are strongly advised to:

- Indicate the level of contribution required for the activity to take place.
- Consider that such contribution may include, for example, an element to cover the participation by pupils from low-income families or the cost of travel for accompanying teachers.
- Indicate that the activity may not take place if parents are reluctant to support it.

4 Board and Lodging

4.1 On residential visits the costs of board and lodging may be charged to pupils in all cases, (except where remissions apply), whether in school hours or not.

Board and lodging costs are deemed to include all elements of food and accommodation as appropriate to the particular visit.

Charges for board and lodging must not exceed the actual cost of its provision for the individual pupil.

4.2 Accompanying teachers : The Act differentiates between visits undertaken in school hours and out of school hours. In the former case the board and lodging costs of staff cannot be passed on to pupils, except through voluntary contributions.

4.3 Residential activities taking place out of school hours (see paragraphs 2 and 3 above) may include a cost element for engaging teachers specifically for providing the activity and for supplying such teachers with travel, board and lodging. This can only be done by engaging teachers on a simple but separate contract to provide the optional extra.

5 Remissions

5.1 The Act requires that board and lodging costs must be paid for families who receive income support, income-based Jobseeker's Allowance, Working Families Tax Credit or Disabled Person's Tax Credit, where parents apply for such remission for any residential activity which is:

- During school hours.
- Involving delivery of the national curriculum.
- Required as part of a syllabus for a prescribed public examination.

5.2 For residential activities deemed to be optional visits, such remissions are at the discretion of schools and their Governors.

GOVERNORS' CHARGES AND REMISSIONS

Musical Instrument Tuition

Resources

Public Examinations

Breakages and Damages

Other Costs

Voluntary Contributions

6 Music tuition

6.1 All children study music as part of the normal school curriculum. We do not charge for this.

6.2 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. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

7 Swimming

7.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

8 Resources

8.1 Parents will not be required to supply books, materials or other equipment for use in school hours, but parents are invited to assist with the provision of any basic items listed in the school prospectus.

9 Public Examinations

9.1 No charges will be made for entering a pupil for a prescribed examination, nor for materials for the examination.

10 Breakages and Damages

10.1 The Governors are entitled to require parents to pay for the cost of damage caused by the pupil's behaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced text books and resources.

11 Other Costs

11.1 Parents may be invited to contribute voluntarily to the cost of out-of-school time transport for school teams, music groups or choirs.

12 Voluntary Contributions

12.1 Although schools cannot charge for school-time activities, they 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 must make it quite clear that the contributions would be voluntary. Governing bodies should also make it

clear that children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents, that should be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled. The essential point is that no pupil may be left out of an activity because his or her parents cannot or will not make a contribution of any kind. The school must first decide which class or group of pupils is to benefit from the activity and then look for voluntary contributions, either for that activity or by general fund-raising.