



# Cowbit St Mary's Church of England Primary School

## Charging and Remissions Policy

### Introduction

The purpose of this policy is to ensure that there is clarity over those items which Cowbit St Mary's School will provide free of charge, and those items for which there may be a charge.

### Definition

At Cowbit St Mary's School, the school day is defined as: 8.40am until 12.00pm, and 1.00pm until 3.10pm. The midday break does not form part of the school day.

### Objectives

The objectives of the charging provisions outlined in the Education Act 1996 are summarised as follows.

- a To maintain the right to a free school education;
- b To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parent's ability or willingness to meet the costs;
- c To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give the LA, and schools, the discretion to charge for optional activities provided wholly or mainly out of school hours;
- d To confirm the right of the LA, and schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

The basic principle is that education provided by our school should be free if it takes place wholly or mainly during school hours. (The lunch hour is not considered to fall within school hours.)

It is the responsibility of the Governing body to review this policy annually. The Governors of the school have delegated the responsibility for approving visits/activities taking place during the school day (or mainly within the school day) to the Headteacher.

Approval for school visits is sought using form LEV1 which must be completed and approval gained before the visit takes place. A Risk Assessment for the visit must also be completed and must be attached to the request for approval of the visit.

### **Day Visits/Trips and Other Activities**

- 1 Parents/Carers may be invited to make a voluntary contribution towards the cost of a visit, or an activity e.g. swimming.
- 2 Requests for voluntary contributions will make it clear that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have agreed to the request. This will be made clear in the correspondence to the parents/carers.
- 3 If the visit or activity is mainly within school time (i.e. 50% or more) no child will be excluded because their parents/carers have not contributed.
- 4 The charges made to parents/carers will not exceed the actual cost of the activity or visit.
- 5 Parents wishing to make a voluntary contribution over and above the cost will be allowed to do so.
- 6 Parents/Carers will be informed in the correspondence that if insufficient voluntary contributions are available then the visit/activity may not take place.
- 7 Residential trips organised by the school which are mainly outside school time (50% or more) and not related to a statutory curriculum purpose, will be considered as an optional extra and the school may charge for participation

### **Residential Trips**

The same criteria will apply to residential visits as applies to other visits, trips and activities.

For residential trips mainly out of school time and not related to a statutory curriculum purpose, a charge will be made for the full amount of the trip as such a trip is classed as an 'optional extra'. Voluntary contributions will not be requested, and the criteria below relating to Free School Meals or other such benefits does not apply.

For residential trips mainly during school time (i.e. more than 50% of their total duration) the cost of accommodation and meals can be charged. Where the pupil is entitled to Free School Meals, the school can only ask for voluntary contributions towards the cost of accommodation and meals. All parents will be notified that if they are receiving such benefits they are entitled to claim remission.

For residential trips mainly in school time, voluntary contributions can be requested from all parents to help fund transport and other costs.

**Charging Parents who assist on School Visits**

Parents assisting on school visits and activities will not be charged.

**General**

There are no centrally available funds to deal with “hardship cases” our school will need to finance these from our own resources irrespective as to whether the trip is deemed to be in or out of school time.

Under no circumstances will the school accept money from the parents/carers of a child with special educational needs to help provide for their child’s support/education.

**Charging Parents for Loss or Damage to School Property**

If the Headteacher and/or Governors feel it would be appropriate, parents of a pupil who damages or loses any item of school property or equipment may be asked to pay a voluntary contribution towards the cost of repair or replacement of such items, where this is the result of a pupil’s behaviour.

**Income due to the local authority**

All income due to the local authority is identified and charged correctly in accordance with this policy which is reviewed annually.

**Review**

This policy is reviewed annually  
Updated December 2017

Approved by Governors December 2017

Signed Chair of Governors

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To be reviewed December 2018