



Dunnington C of E Primary School

Charging and Remission Policy

'The Dunnington family working together to achieve our best'

Our Mission Statement

At Dunnington, it is our aim to give each child a better understanding of themselves and the world in which they live, by helping them to acquire skills and knowledge to enable them to use language and numbers effectively.

From within the Christian context of our school, we aim to instill respect for religious and moral values, so that pupils may have their own spiritual journey of faith as well as be tolerant of other races, religions and ways of life.

We aim to help pupils develop lively and enquiring minds, to develop physical skills and creativity so that they are able to appreciate human achievements and aspirations and to strive for consistent improvement in their own work.

Charging and Remission Policy

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1. Introduction

1.1 The governing body has a duty to make a Charging and remissions policy.

1.2 The governing body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parents' ability or willingness to help meet the cost.

1.3 The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards pupils' education and aim 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.

2. Aims

The aims of the policy are to:

- explain the school's policy on charging and remissions of charges;
- set out the legal position;
- explain the various responsibilities

3. The Legal Position

3.1 The general principle that no charge can be made for education in school hours (excluding the midday break) was first set out in the Education Reform Act 1988. Guidance came in the Circular 2/89, Education Reform Act 1988: Charging for School Activities.

The Circular explains that:

No charge can be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within School hours;
- for the National Curriculum programme out-of-School hours;
- for statutory religious education; and
- for a prescribed public examination prepared for by the School.

3.2 Examinations

No charge can be made for entry to a public examination on the Secretary of State's prescribed list, except where the pupil without good reason fails to attend or meet the requirements of the examination (e.g. fails to submit coursework).

3.3 Admission

No charge can be made in connection with admission to any school.

3.4 Finished products

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons) a charge can be made at cost price. The parents must know the charge for the product in advance.

3.5 Board and lodging

A charge can be made for board and lodging on residential educational visits/activities, but parents who qualify for prescribed benefits and allowances are entitled to a remission of the charges.

4. Voluntary contributions

Parents may volunteer to pay for any educational activity.

The school may request voluntary contributions for any visits/activities both inside and outside school time. However, NO pupil may be excluded from the activity for not having paid the contribution.

If the School does not receive sufficient contributions to cover the cost of the event, it reserves the right to cancel the event and the contributions will be refunded.

5. Permitted charges

5.1 The following are permitted charges:

- charges for board and lodging on trips;
- costs of lost and destroyed school property and breakages;
- any costs associated with individual tuition in the playing of musical instruments whether in or out of school hours (UNLESS it is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum);
- the cost of optional extras provided outside school hours (or mainly outside school hours) , but the charge must not exceed the cost of the provision, and parents must agree to their child receiving the optional extra;
- The cost of entering a pupil for a public examination not prescribed in regulations, and the cost for preparing the pupil for such an examination out of school hours; and

In all cases where a permitted charge is likely to be made the parents must be told the amount in advance.

6. School Charging Policy

6.1 The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

a. Residential Trips

- For the board and lodging element of approved residential activities deemed to take place in school hours. The cost will not exceed the actual cost of the provision and prior written confirmation from the parent is required that he/she is willing to pay the charge.

b. Activities outside School Hours

- The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours and therefore not part of the National Curriculum.

c. School Meals

- School meals will be charged at a rate agreed by the Governing Body for children in Key Stage Two. With the exception of children entitled to Free School Meals.

7. Remissions

7.1 Parents of pupils who are in receipt of approved support payments will, in addition to having free school meals entitlement, also be entitled to the remission of charges for any activity for which a charge is being made.

In addition to support payments that have been designated by the government as qualifying support payments for the purposes of the charging policy, the governing body may add other circumstances in which it may approve a remission of some or all of the charge.

7.2 When arranging a chargeable activity such parents will be informed in confidence of the remission of charges in full or in part.

7.3 The Head in consultation with the Chair of Governors will make authorisation for such remission.

8. Equal Opportunities

The governing body and Head will ensure that the school's equal opportunities policies are observed in making, reviewing and implementing the charging and remissions policy.

9. Responsibilities

The Governing Body together with the Head is responsible for making and reviewing the policy and determining who may receive a remission of charges.

The Head is responsible for the implementation of the policy and ensuring that staff, parents and pupils know the details as appropriate.

10. Monitoring and Review

The Head will report to the governors' Resource and Management Committee on any relevant aspects of the working of the policy as appropriate.

The governing body will review this policy every two years. The governors may, however, review the policy earlier than this if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Policy Author	Paul Johnson- Head Teacher
Policy Approved by	Full Governing Body
Date Approved	January 2016
Signed By Chair Of Governors	
(Stuart Slaughter)	
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Other Relevant Documents:

- Debt Recovery Policy