

# Policy

## Roundwood Primary School

### Charging and Remissions Policy

Roundwood Primary School adheres to the charging policy laid down by the Local Education Authority. In summary, this means that education provided within school that forms part of the National Curriculum will, in most cases, be provided free of charge. The few exceptions to this are detailed below:

1. Education/Activities provided by outside organisations (e.g. individual music lessons or after/pre-school clubs): the outside organisation or individual providing the tuition will have the right to charge for that tuition.
2. Music lessons: costs associated with the individual tuition or small group tuition in the playing of a musical instrument, whether in or out of school hours, will be charged for.
3. Craft materials (e.g. design and technology): where the school has provided materials for a child to use in making an article whether in or out of school hours and, if it has been agreed in advance, that the child will be taking the article home, the school may charge for the cost of the materials.
4. School visits: the charging arrangements for school visits depend on whether the activity takes place during school time or not and the nature of the activity:
  - a) Mainly during school hours: where the children are attending a non residential school visit or receiving a visit to the school that incurs charges (e.g. entrance fees, transport costs, costs of the visiting organisation), the Governing Body has decided that it will invite voluntary contributions to cover the cost of the visit. Any child who does not pay the voluntary contribution will not be excluded from the visit but if insufficient money is forthcoming, the visit may be cancelled.

For residential school visits the cost for board and lodging will be passed on. Where the costs of board and lodging are not paid and no prior agreement has been reached with the Headteacher, the child will not attend the visit and will be provided with alternative education within school. Parents who are in receipt of qualifying benefits will be exempt from these charges. To cover other elements of cost (e.g. transport, insurance, costs of activities), the Governing Body will invite voluntary contributions as described above. Any communication from the school requesting financial contributions for residential visits will make clear how much of the cost is for board and lodging, and therefore compulsory, and how much is a voluntary charge.

- b) Outside school hours but forming part of the National Curriculum: e.g a geography field trip taking place during a school holiday. This situation is unlikely to arise within primary education but if it does, the rules described for visits mainly during school hours will apply.

c) Outside school hours and not forming part of the National Curriculum: (e.g a theatre visit or skiing trip during the school holidays). These trips are entirely voluntary and the full cost of the trip will be charged to the pupil. Pupils who do not pay the charges will not be eligible for the visit.

5. Examination fees: charges will be made for the actual cost of

a) entering a pupil for a public examination not prescribed in the National Curriculum;

b) preparing a pupil for such an examination;

c) re-sitting an examination where no further preparation has been provided by the school;

d) entering the pupil for a second public examination where preparation by the school enables the pupil to take more than one examination;

e) re-scrutiny of any examination results at the request of the parents.

### **Qualifying Benefits**

The school will give consideration to the remission of charges to parents or carers who can prove they are in receipt of qualifying benefits:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit(where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

### **Voluntary Contributions**

The Governing Body may, from time to time, seek voluntary contributions from parents to help meet the cost of school equipment or to supplement school funds generally. Any such request will make clear the voluntary nature of the contribution and the purpose of such contributions.

Any communication from the school requesting financial contributions (whether voluntary or compulsory) will make clear the nature of the request, what should be done in the case of financial hardship and what happens if insufficient money is forthcoming.

Any refunds for children who have made a contribution or payment for an activity and who do not subsequently attend the activity can only be made at the discretion of the Headteacher.

### **Relationship to other school policies**

The policy complements the school's Equality Plan, Curriculum Policy and the Teaching and Learning Policy.