

**CHRIST CHURCH PRIMARY SCHOOL**  
**GOVERNING BODY**

**SANDWELL METROPOLITAN BOROUGH COUNCIL**  
**DEPARTMENT OF EDUCATION**

The Governing Body of Christ Church Primary School has agreed the following policy in accordance with the LEA Policy on Charging and Remissions.

**SECTION 1            INTRODUCTION**

The School conforms to the LEA's charging policy, the DES Circular 2/89 and the Education Reform Act 1988: Charges for School Activities.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims 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. However due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

**CHARGING AND REMISSIONS POLICIES**

**Charging Policy**

**Charging for Visits**

**(a)    All Visits**

The group leader will always ensure that parents are notified as early as possible as to:

- The total cost of the visit;
- the breakdown of the costs including any subsidies from the school or LEA funds (as in the case of field trips);
- how much each parent will need to pay or be asked to contribute towards the cost of the visit;
- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element);
- use of any surplus funds, trips should not make a profit

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, insurance, etc.

## **(b) Educational Day Visit During Normal School Hours**

In all schools, except Independent Schools, visits which occur during school hours must be provided free of charge. However, parents can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit (or more to allow for those parents who cannot or will not contribute) and therefore if insufficient voluntary contributions are not forthcoming the visit may have to be cancelled - parents must be notified of this contingency. Pupils whose parents/guardians do not contribute cannot be discriminated against.

The decision to offer to remit costs, as above, is subject to the parents of a pupil being in receipt of:

- Income Support;
- Income Based Job Seekers Allowance

Parental permission should be obtained in one of two ways:

i) Sample Parental Declaration. Parents sign a declaration which contains, e.g. I understand:

- that current legislation permits the School to ask for voluntary contributions towards the costs involved;
- that no pupil will be discriminated against on the grounds of inability to pay;
- that if sufficient money is not raised by voluntary contributions, then the visit may have to be cancelled.

ii) Signed Slip received back from parents:

A letter about the visit is sent out to parents and contains a reply slip (with space for parental signature) and also a section on meeting the costs of the visit, the essence of which is contained in the following example:

"All pupils will need to take a packed lunch with them. Pupils who receive free School meals will be provided with a packed lunch providing one is booked. As we are travelling by coach, a cost will be incurred. Current legislation permits us to ask only for voluntary contributions towards the costs involved. No pupil will be discriminated against on the grounds of inability to pay, but if sufficient money is not raised by voluntary contributions, then the visit will have to be cancelled. A contribution of £\_\_\_ should be sufficient to ensure that the trip can proceed. Applications for remission must be in writing to the Head Teacher"

### **(c) Residential Visits/Outside of Normal School Hours/Optional Extras**

The School will charge parents for

- Board and lodgings on residential visits.
- Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

The parents' agreement to meet the costs of a residential visit outside of normal school hours will always be obtained in writing. The stated cost of an outside of normal school hours/optional extra/residential visit must not include an element of subsidy for pupils whose families do not meet the full charge.

Parental permission should be obtained as follows:

- i) Sample Parental Declaration. Parents sign a declaration which contains, e.g. I understand:
- that current legislation permits the School to ask for the full cost of the visit;
  - that current legislation does not require the School to arrange subsidies for the visit;
  - that if insufficient numbers of pupils opt for the visit then the visit may have to be cancelled.
  - that my child cannot attend this 'optional extra' visit if full payment is not made by myself/ourselves.

Applications for remission must be in writing to the Head Teacher

### **SECTION 3 PUBLIC EXAMINATIONS**

The cost of entering a pupil for a public examination not prescribed in regulations and for preparing the pupil for such an examination outside schools hours.

Results of prescribed public examinations where no further preparation has been provided by the school.

In cases where pupils do not arrive for examination and where there is no medical certificate or other good reason.

### **SECTION 4 INDIVIDUAL INSTRUMENTAL TUITION**

Individual music tuition where it is not part of the syllabus for a prescribed public examination or required by the National Curriculum. (Note: Whilst the LEA may charge in these circumstances it is not expected that there should be a need to change existing practices which operated prior to 1989).

## **SECTION 5                    INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)**

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'. This is particularly relevant for the cost of materials/ingredients for Early Years, Design & Technology.

## **SECTION 6                    VISITORS TO SCHOOL/THEATRE GROUPS**

The Governing Body reserves the right to charge for talks, lessons led by special visitors to school e.g the Vikings, theatre groups, the Animal Lecture Service.

## **SECTION 7                    BROKEN EQUIPMENT (REPLACEMENT)**

The Governors will allow the Head Teacher to ask pupils and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupils part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

### **Remission Policy**

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Head Teacher in consultation with the Chair of Governors.

Pupils whose parents are in receipt of Income Support or Income-based Job Seekers Allowance may not be charged for residential board and lodging costs which arise from LEA sponsored activities forming part of the curriculum (ERA Sections 110 and 106).

Any remission of charges to any pupil for "optional activities" which take place wholly or mainly outside school hours will need to be determined by the Governors and met by the school (ERA Section 110(b)(ii)).

Refunds will not be given unless in exceptional circumstances or unless it is the school who cancels the activity. This is because many activities and events require a payment in advance or may incur a cancellation fee. All requests for refunds must be given in writing and are at the discretion of the Head Teacher.

Updated Spring Term 2017

To be reviewed Autumn Term 2018