

Charging and Remissions Policy



Policy history:	Date: Dec 2010
Written	November 2018
Agreed by Governing Body	March 2022

Ref: CHARGING POLICY

All schools (Community Schools and Voluntary Schools should consult their LA) [Guidance for Governing Bodies on Charging for School Activities](#), Welsh Government



Rationale

The School conforms to the LA'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 for Visits

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

- the total cost of the visit;
- how much of the cost will come from school ;
- 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 if necessary (especially important for trips which involve a residential element).

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 and food, etc.

During Normal School Hours

In all schools, except Independent Schools, visits which occur during school hours will 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 contribution equates to the total cost of the visit and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled - parents will be notified of this contingency. Pupils whose parents/guardians do not contribute will not be discriminated against.

Parental permission should be obtained in one of two ways:

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.

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; these can be provided by you from home or ordered through school. As we are travelling by coach, a small cost in addition to that of the venue will be incurred. Current legislation permits us to ask only for 'voluntary contributions' towards the costs involved, 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.

Outside Of Normal School Hours/Optional Extras

The Head teacher can charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- falls wholly or mainly outside school hours, i.e. a residential trip during the school holidays is an optional extra;
- does not form part of the National Curriculum or the statutory requirements for religious education.

The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. The stated cost of an optional extra 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:

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.

Transport in a Minibus

If any payment is requested/made towards the cost of passengers being carried in a minibus then a public service vehicle (PSV) licence is required by the schools. A licence is required if the school owns or rents the minibus. There are two types of PSV:

- restricted (for up to two vehicles);
- standard national (more than two vehicles).

Individual Instrumental Tuition

This involves the cost to the parent / pupil, for providing any instrumental tuition not part of normal LA peripatetic provision.

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 Design & Technology and Food Technology.**

Broken or Damaged Equipment and / or Resources

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, or due to the item being borrowed and used in the home environment where damage or loss has occurred i.e. pupils' reading books. In the case of replacement reading books, parents/carers will be asked to contribute £5 towards the cost of purchasing a replacement reading book. **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.**

Communicating and Promoting the Policy

This policy is available on request for parents, visitors and members of the wider community.

This document is a statement of the aims, principles and strategies for ensuring equality of opportunity and positive race relations at Bryn Primary School.

It was developed during the academic school year 2017 – 2018

This policy has been revised as necessary in 2021. It will be revised as necessary in March 2022

Mrs Jodi Khan

Agreed by Governors on: _____(Date)

Signed: _____(D Gronow - Chairperson of Governors)