



## POLICY ON CHARGING AND REMISSION FOR SCHOOL ACTIVITIES

<b>Policy Number:</b>	SP10	<b>Created by:</b>	SBM
<b>Reviewed by:</b>	SBM	<b>Responsibility:</b>	FGB
<b>Last Review:</b>	Summer 2024	<b>Next Review:</b>	Summer 2025
<b>Review Cycle:</b>	Annually	<b>Ratified by GB:</b>	15/07/2024

This policy is available in large print. Please contact the school office who will be happy to arrange this for you.

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

This policy has been drawn up using the Department for Education's 'Charging for School Activities' document dated May 2018.

### ***Instrumental Music Tuition***

Charges for instrumental or vocal music tuition will be made for tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition. These charges will be calculated annually.

No charge will be made for music tuition if it is an essential part of the national curriculum or if it is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

No charge will be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

### ***Materials for Technology***

Most materials used in these lessons are of relatively low cost and when the piece of work is no longer needed in school, children who wish, will usually be allowed to take it home. Where, however, special components e.g. electric motors, lamps and switches have been used, children will only be allowed to take these components home if they pay for them. When children use specially purchased textiles a small charge may have to be made if they wish to take the completed article home. Materials for food technology will normally be provided by the school. The results of such lessons are normally consumed by the children in school.

### ***School Visits (external visits and educational visits taking place within the school building)***

Traditionally when the school has organised such visits parents have been invited to contribute to the cost of such visits. A limited sum of money is made available to the school from official sources to cover the cost of such visits. The Governing Body, and it believes the majority of parents, supports the view that such visits are very important and can prove of direct educational benefit to children. It seems likely therefore that if such visits are to continue in the future then voluntary contributions from parents will still need to be sought.

The Governing Body therefore proposes that when school visits are being planned that:

1. The visit will be authorised by the Headteacher
2. Parents will be given details of the visit, informed of the cost per child and be invited to voluntarily contribute that amount
3. Parents are informed that they are under no obligation to contribute
4. Pupils whose parents do not make a voluntary contribution will be treated no differently from those whose parents have contributed towards the cost
5. When parental response to the request for voluntary contributions is known the Headteacher will make a decision as to whether it will be possible to proceed with the visit
6. The amount parents will be asked to contribute will not include the cost of accompanying teachers or parent helpers

It is proposed that this aspect of the Charging Policy be reviewed by the Governing Body annually, or sooner if serious problems arise.

### ***Residential Visits***

The school aims to offer the children the opportunity to attend at least one residential visit during the time that they attend Purbrook Junior School. Traditionally this happens when the children are in Year 5.

The costs of the residential visit will be carefully assessed to ensure that the visit is financially viable and affordable. The school is not permitted to make direct charges to parents for education outside the classroom, activities or transport. However, for a residential trip, charges for board and accommodation can be passed on to Parents. Where families are in receipt of certain benefits they cannot be required to pay for board and accommodation (these are usually the same benefits that define access to Free School Meals).

The school will request voluntary contributions from Parents to cover the cost of activities and transport. If there are insufficient voluntary contributions, the school reserves the right to cancel or postpone the visit.

Parents who feel they are financially unable to send their child on a residential, but nevertheless wish their child to attend may discuss easier payment alternatives with the Headteacher. An alternative (extended) payment schedule can be discussed in confidence with the Headteacher.

### ***Activities arranged to take place out of school hours and extended day services***

Where the whole, or the majority of an activity, takes place out of normal schools hours, e.g. breakfast club, after school activities/clubs or a concert on a Saturday morning, then the full cost of the activity will be charged to parents and only those paying this charge will be permitted to take part.

### ***Damage to school premises or equipment***

Parents will be asked to pay for the cost involved if their child is responsible for wilful damage to school property or the misuse or loss of books and equipment.