

Charging and Remission Policy



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1. Introduction

The objectives of the Charging and Remission Policy provision are that:

- All children are entitled to free school education.
- Education is free if it is outside school hours but is required as part of a syllabus for a prescribed public examination, or is part of the National Curriculum, or part of the statutory religious education.
- Activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' willingness or ability to help meet the costs.
- There is no statutory requirement to charge for any form of any education or related activity, but the County Council and schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
- Schools and the County Council may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

2. Education during School Hours.

- 2.1 Education provided for pupils will be free if it takes place wholly or mainly during school hours.
- 2.2 If the number of places for a particular activity is limited the school will decide which children should be given the opportunity to participate without reference to parents' willingness or ability to make a voluntary contribution towards the cost.

3. Charging

3.1 Music Tuition

- The school will not charge for class music tuition or group musical activities required by the National Curriculum and within school hours. Music tuition, whether, class, group or individual forming part of the syllabus for a prescribed public examination or required by the National Curriculum will also be free, whether provided within or outside school hours.
- In order to provide a wide range of opportunities for pupils, external bodies (for example 'Music for Schools Foundation) and private tutors may be permitted to offer instrumental tuition in school time or after school, for which they charge parents directly.

3.2 Board and Lodging

Where a school activity involves a pupil in at least one night away from home, the school (Residential Visit), the Governing Body and the LA are permitted to make a charge for board and lodging. Any charges made will not exceed the actual cost of providing board and lodging for that pupil.

3.3 The Governing Body reserves the right to make a charge for the item and activities detailed below:

- As indicated in paragraph 7 school will provide or pay for any ingredients, equipment etc. needed for practical subjects such as baking and DT, however parents may be asked to make a voluntary contribution in cash or kind. If parents have indicated in advance a wish to own the finished project the school may charge for or require the supply of ingredients or materials.
- Visits which are not part of the school curriculum or are outside the school day.
- Visits to school by professionals e.g. authors, artists etc.
- Breakfast and After School Clubs
- School meals
- The costs of replacing or repairing school equipment (for example a broken window or defaced, damaged or lost text book) where the loss or damage is a result of the pupil's behaviour.
- Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', may be charged at 10p per sheet and 20p for any colour printing.

4. Education Outside School Hours

4.1 Free Education

No charges will be made for education or associated incidentals (see paragraph 7) provided wholly or mainly outside school hours for registered pupils where the education is mainly:

- To fulfil any requirements specified in the syllabus for a prescribed public examination.
- Specifically, to fulfil statutory duties relating to the National Curriculum.
- Provided specifically to fulfil statutory duties relating to religious education.

In these circumstances the only charges which may be made relate to the cost of board and lodging or residential visits.

5. Voluntary Contributions

The restrictions on charging for school activities do not in any way prohibit or restrict a school, Governing Body or LEA from seeking voluntary contributions in support of school activities whether during or outside school hours, residential or non-residential or for the benefit of the school.

Parents may be asked to make voluntary contributions. The school will make it clear to parents that:

- There is no obligation to contribute.
- That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

However, if the activity cannot be funded without voluntary contributions the Headteacher or Governing Body will make this clear to parents at the outset. An initial letter will explain the nature of the proposed activity and its likely value in educational terms. It will indicate the contribution per pupil which will be required if the activity is to take place. It will be clear that the activity will not take place if parental support is insufficient but that there is no obligation to contribute and that no pupil will be omitted from the activity because his/her parents are unwilling or unable to contribute.

There will be no limit to the level of contributions which parents or others can make to school activities, nor will any restriction be placed upon the use which can be made of such contributions.

It should be noted that charges made to parents will not exceed the actual cost of the activity, although as stated above, parents may make a voluntary contribution over and above that cost if they so wish.

6. Incidentals to the Provision of Education

Neither pupils nor parents will be required to pay for or to supply materials, books or other equipment for use in connection with education provided during school hours. However, parents may be invited to provide their children voluntarily with particular items, but no child should be at a disadvantage because of a parents' unwillingness or inability to contribute in this way (equipment is defined as excluding clothing).

7. Remission

- 7.1 Remission for board and lodging on trips relating to curriculum course requirements, music lessons and school visits will be given to those pupils who are in receipt of free school meals.

- 7.2 Remission for board and lodging on trips relating to curriculum course requirements, music lessons and school visits may be given to those pupils who are in receipt of pupil premium.
- 7.3 Free school meals are available to pupils whose parents are in receipt of certain benefits. Details can be obtained from: <https://www.lincolnshire.gov.uk/school-pupil-support/apply-free-school-meals>

8. Optional Extras

- 8.1 Any visit or trip organised outside school time will be considered an 'optional extra' and the school may therefore charge for participation. For example, a weekend trip or a trip abroad taking place wholly in the school holidays, or a day visit on one or two days at the weekend.
- 8.2 Any visit or trip which has more than fifty percent of its total duration outside school hours should be considered as an optional extra and the school may charge for participation.

9. Breakfast Club

- 9.1 See separate Charging Policy for Breakfast Club.

10. Arbor

- 10.1 We are a cash free school and we use Arbor for our electronic payments.
- 10.2 Payments via Arbor attract transaction fees for debit cards and credit cards. In order to cover this cost, school will add an appropriate amount to charges/requested voluntary donations. We will endeavour to minimise charges wherever practicable.
- 10.3 Parents can use Arbor to pay for residential visits, voluntary contributions for school visits/events in school, Breakfast Club, school swimming and school shop items e.g. swimming hats.
- 10.4 School meals are also ordered and paid for (where a charge is applicable) through Arbor. Orders need to be placed by midnight on the Thursday of the week before the meals are required. This ensures that the kitchen can place the order for food required to minimise waste. Meals can be cancelled and a refund requested up until the cut-off ordering point for that week's meals. After the cut-off point refunds will not be given.

11. Contact Points

For support regarding charging and educational visits/journeys, please contact:
Evolve (educational visits, sports fixtures and extra-curricular activities)
Tel: 01394 775250
Email: educationvisits@lincolnshire.gov.uk
Website: www.edufocus.co.uk

For support regarding charging and music tuition, please contact:
Music Support Service 01522 553501