



Nursteed Community Primary School:

# Charging and Remissions Policy

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits regardless of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## Regulations state that:

- The education in maintained schools should be free
- That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- That there is no statutory requirement to charge for any form of education but that LA's and schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
- That LA's and schools have the right to invite voluntary contributions for the benefit of the school or in support of any activities organised by the school, whether during or outside school hours.

## Voluntary Contributions

Headteachers or Governing Bodies may ask parents for a voluntary contribution toward the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

The contribution must genuinely be voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity may be cancelled.

## Residential Trips

Headteachers are able to charge parents for board and lodging costs for residential trips, except for parents who receive: -

- Income support
- Income based job seeker's allowance
- Child Tax Credit
- Support under part VI of the Immigration & Asylum Act 1999

These parents must have board and lodging costs remitted to them if the trip takes place mainly during school hours. Fees for residential trips (rather than the cost of board and lodging) may not be charged to such parents even if the trip is outside school hours, if it forms part of the syllabus for a prescribed

public examination (e.g. GCSE) or is part of the National Curriculum or the syllabus for Religious education.

### **Instrumental Music Lessons**

A charge may be made for individual or small group instrumental music tuition, unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCSE), or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

### **Extra Curricular Activities out of school hours**

The school will pass on the costs of Extra Curricular Activities which are organised at school but out of school hours, to the parents.

### **Public Examinations**

No charges may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- The examination is on the set list, but the pupils were not prepared for it at the school
- The examination is not on the set list, but the school arranges for the pupil to take it
- A pupil fails without good reason to complete the requirements of any public examination where the Governing Body or LEA originally paid or agreed to pay the entry fee.
- Charges may not be made for anything associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

### **With these statements in mind it is the Policy of Nursteed Community Primary School: -**

- To request voluntary contributions from parents towards activities organised by the school during school hours.
- To ask Friends of Nursteed School (FONS) to support the funding of certain activities. Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution.
- If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- Optional trips, wholly or mainly, outside of school hours will be charged at full cost. These visits will not proceed where the full costs are not met by all those who wish to partake in the activity.
- Board and lodging costs on residential trips will be charged at full cost except to those parents in receipt of relevant benefits.
- The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- This school may make charges for deliberate breakages and damage to property.

### **Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- For substantial payments we establish a system for parents to pay in instalments.
- All trips and events stress that payment is by voluntary contributions. If insufficient funds are available then the event is cancelled.
- We acknowledge that offering opportunities on a 'first-pay-first-served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

### **Monitoring**

The Governing Body's Resources Committee will monitor and review this policy annually as part of its terms of reference.