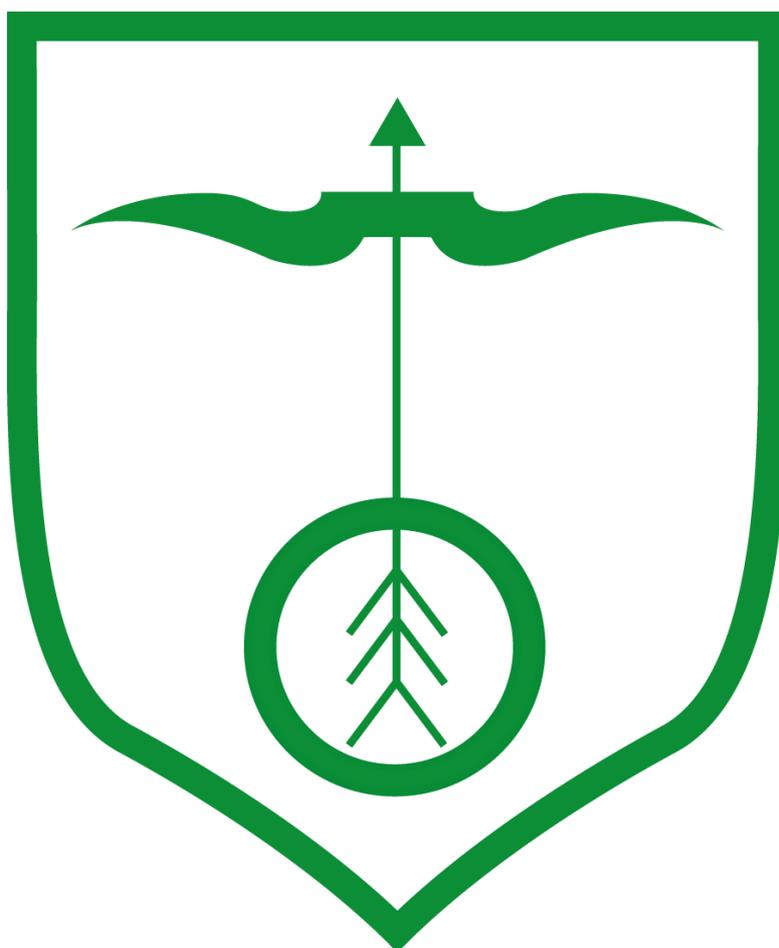


# Robin Hood Primary and Nursery School



## Charging & Remissions Policy

Agreed at Governors meeting: 12<sup>th</sup> October 2016

Review date: October 2017

## **Robin Hood Primary and Nursery School**

### **CHARGING & REMISSIONS POLICY**

#### **1. Introduction**

The Headteacher and Governing body of Robin Hood Primary School recognise the value of providing a full range of experiences to enrich and extend pupil's learning and to contribute to their personal development. The Head teacher and Governing body aims to promote and provide such experiences for pupils of the School, both as a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy sets out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

#### **2. Policy Statement**

The policy complies with the requirements of the Education Act 1996. Where 'parent' is referred to, this includes adults with a responsibility for the pupil.

At Robin Hood Primary we aim:

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at as low a cost as possible to parents, pupils and the School
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

#### **3. Legislation- Education during School Hours**

Robin Hood is a Community school, funded by the Local Authority. The DfE states that 'education provided during school hours must be free. The definition of 'education' includes materials, equipment and transport provided in school hours by school to carry pupils between school and an activity'. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day. It goes on to advise that 'although schools cannot charge for school time activities, they can invite parents and others to make voluntary contributions (in cash or in kind)'. However, no pupil will be excluded from an activity because his or her parents cannot or will not make a contribution of any kind.

#### **4. Legislation – Education Outside School Hours**

The DfE states 'parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No

charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay’.

#### **5. Legislation – Residential Activity**

The DfE states ‘for a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel’. However, charges will be made for board and lodging, except for pupils of families receiving specified benefits.

#### **6. Exception**

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil. These activities are arranged between the parent and Kingston Music Service. Parents will be charged full amount of tuition. The music service offer bursaries for children whose parents have a low income or receive benefits.

#### **7. Requesting Voluntary Contributions**

Parents will be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned.

Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled. The decision as to whether an activity or trip goes ahead will be made on a case by case basis by the Headteacher once the relevant costings have been reviewed.

#### **8. Swimming**

Swimming The School organises swimming lessons as part of the Physical Education National Curriculum requirements. Lessons take place in school time. We do ask for a voluntary contribution to cover the cost of transport to and from the pool. We inform parents when these lessons are to take place and we ask for their written permission for their child to take part in these. No child is excluded because payment is not received.

#### **9. Residential Activities**

If the school organises a residential visit in school time or mainly school time, which is essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, we do not make any charge for the education, although a charge will be levied for board and lodgings. If the income for the activity does not meet the overall cost the activity may be cancelled.

**We do not charge for:**

- the costs of the teachers accompanying the visit,
- the cost of teachers educating children not attending the visit

**We do make a charge to cover the costs of:**

- Board and lodging
- Travel expenses
- Admission fees to attractions visited
- Pocket money (where applicable)

If parents or carers are experiencing financial difficulty they are invited to speak with or write in confidence to the Headteacher or Deputy Headteacher. We do seek charitable funds for the school specifically to help in this situation. Pupils eligible for free school meals will be supported by pupil premium and/or local authority funding.

**10. Materials & Textbooks**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, design and technology, or cooking, a charge may be levied for the cost of the materials used.

Textbooks are provided free of charge, but in some subjects, additional revision guides are available, which parents can buy directly from the school office. Parents may be required to replace lost equipment or books.

No pupil will be disadvantaged because of parents reluctance/inability to pay. Costs will be met by school from budget or class funds.

**11. Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, parents are required to meet the full cost of the activity. Pupils eligible for free school meals and pupils which the school feel would benefit from attendance at such activities may be supported by Pupil Premium funding.

**12. Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **13. Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee and made available on the school's web site. For details see the separate Lettings Policy.

### **14. Other charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. signing passport applications, production of attendance certificates, duplicate reports.

Any photocopying that is requested by parents under the Freedom of Information Act will be charged in accordance with the tariff contained within the school's Freedom of Information Publication Scheme.

The Governing Body may, from time to time amend the categories of activity for which a charge may be made and charges will be reviewed annually.

### **15. Remissions Policy**

If the parent or carer of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed current free school meal requirements), charges in respect of board and lodging will be remitted in full and these are paid by the Local Authority.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When the school arranges a chargeable activity, parents will be invited to apply in confidence for the remission of charges either in part or in full.

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.