

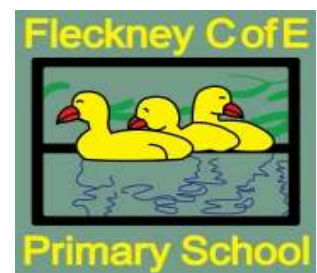
School Policy

Charging and Remissions.

Policy Type: STATUTORY

Relevant Committee: Finance & Staffing

Chair of Governors: Linda Marshall



Fleckney CE Primary School - Charging Policy

Charging Policy

Introduction

1. This charging policy has been compiled in line with DfES requirements and in accordance with s457 of the Education Act, 1996.

School Trips

2. **Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. (but also refer to section 11).

3. **Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

4. **Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Materials & Textbooks

5. Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

6. The school hosts lessons given by self employed peripatetic teachers. The school will offer a contribution to lessons of between 75% and 90% to pupils whose families are entitled to free school meals. The percentage of discount given is at the discretion of the Headteacher. The school participates in wider opportunities schemes offering access to music to all pupils. For pupils whose families are entitled to free school meals the school will offer a discount of between 75% and 90%.

Activities Outside School Hours

7. 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.
8. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

9. 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.
10. 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.

Voluntary Contributions

11. Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. 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.

Lettings

12. 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 with reference to the Leicestershire County Council scale of charges. For users connected to the school, e.g. FSA, the charge, if applied, should be based on the site staff overtime costs.

Other charges

13. The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report, leaflet distribution and the cost of repairs to school musical instruments whilst on rental to pupils.

Remissions Policy.

14. If the parent/guardian 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 ~~£13,230~~ £16190 (*current at Oct 2014*), then the pupil should qualify for free school meals. In the case of a pupil receiving free school meals, the following remission should be applied; in respect of board and lodging and transportation will be remitted in full, with the school making an additional contribution of 75% to daytime activities.

15. The Headteacher, Finance Committee or Governing Body may remit a proportion of a levy or requested contribution in respect of a pupil, if they feel it is reasonable in the circumstances. For non-essential residentials the following remission should be applied; 35% remission should be applied to reflect the proportion of the residential that is daytime activity, with the parent/guardian being asked to contribute the remaining 65% towards board, lodging, and transportation and evening activities.

16. 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.