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Policy

Charges & Remissions

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|---|--------------------|-------------------------|
| REQUIRED REVIEW FREQUENCY | | ANNUALLY |
| NEXT REVIEW DATE | | MAY 2025 |
| VERSION | APPROVED BY | DATE OF APPROVAL |
| 3 | Education | 1 May 2024 |
| KEY CHANGES: Amended 'parents' to 'parents/carers', School day hours changed and removed public exams section. | | |

Signed
(Chair, Education Committee)

Date



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Sections 109 to 119 of the Education Reform Act 1998 and Department for Education circular 2/89 set out the law on charging for school activities. The Act charges the governing body with formulating a policy on this issue.

Introduction

The governing body of St Stephen's Infant School emphasises its commitment to the continuing provision of free education for all. The governing body recognises, though, that certain optional activities may be organised by the school, either wholly or mainly outside school hours, which are not required as part of a syllabus for a prescribed public examination and are not required to fulfil statutory duties relating to the national curriculum or to religious education and which may, therefore, be liable to a charge. Further, the governing body reminds parents/carers that they are responsible for the provision of school uniform as set down in the school's policy on uniform. Parents are also liable for the cost of travel from home to the place of education when that travel is undertaken on transport not provided by the LA or school. Parents are liable to charges to meet the cost of an activity organised via a third party with the parents'/carer's consent, for example, peripatetic music lessons, and are liable to meet the cost of ingredients, equipment, materials, etc for practical subjects when the result of the lesson is a finished product which parents/carers wish to own, having indicated their wishes in advance and in writing, and are liable for any board and lodging required as part of a trip or visit.

School hours

The school day runs from 8.45am-3.10pm

(i) Non-residential activities

Where such an activity takes place, wholly or mainly outside school hours, then a charge will be levied to meet any cost incurred in offering that activity.

(ii) Residential activities

(a) A charge for 'board and lodging' will be made for all such activities.

(b) Residential activities which take place wholly or mainly outside school hours will be organised as 'optional extras'. A charge may include travel costs, board and lodging costs, materials, books, instruments and other equipment, non-teaching staff costs, entrance fees to museums, castles, theatres etc, insurance costs and teaching staff costs when such staff are engaged on a separate contract for services to provide the optional extra.

(iii) Voluntary contributions – residential and non-residential activities

The school may, from time to time, seek to organise an activity funded by the voluntary contributions of the parents/carers of those children involved. The actual operation of such optional activities will depend upon sufficient funds being made available from the parents concerned.

(iv) Subsidies for school trips

(a) If a student states that he or she cannot go on a school visit due to lack of funds the school will give financial support if one or more the following criteria is met:



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- family on Income Support
- single-parent/carer family
- eligible for Pupil Premium
- recommendation from head of year.

(b) In the past the school has subsidised trips which are directly related to the school curriculum, for example, the geography field trips in year 1. The subsidy has been the cost of the transport in such cases. However, given the current financial position, the school has had to decide that all trips must, for the foreseeable future, be self-financing if they are to take place. This position will be reviewed annually in the light of finances available.

~~(v) Public examinations~~

~~(a) Where, with parental consent, a student is entered for a public examination, which does not fall within the list of prescribed public examinations, then this entry will be treated as an optional extra and a charge will be made for the entry fee.~~

~~(b) When a parent requests that an examination result – whether or not of an examination appearing on the list of prescribed public examinations – be re-scrutinised, then the parent will be liable for any charge made by the examining body for this service.~~

~~(c) Where a student is re-sitting a prescribed public examination for which no additional preparation has been given by the school, then the parent will be charged for the entry fee of that examination.~~

~~(d) Where the school agrees to enter a student for a prescribed public examination for which he or she has not been prepared by the school, the parent will be charged for the entry fee of that examination.~~

~~(e) If a student fails, without good reason, to complete the examination for which the school has paid – or is liable to pay – an entry fee, then that entry fee will be charged to the parent of the student concerned.~~

(v) Damage or breakage

Where, as a result of a student's unsatisfactory behaviour, damage to school instruments, fabric, materials or property occurs, a charge will be levied to enable the damage or breakage to be made good

Remission

(i) The cost for board and lodging relating to a residential activity taking place within school hours will be remitted in full for students whose parents/carers receive income support or family credit.

(ii) Charges for damage or breakage will, at the discretion of the head teacher, be remitted either in full or in part, depending upon the circumstances in which the damage or breakage occurred.

(iii) Remission of any charges to be levied will be made by the head teacher in appropriate circumstances.

(iv) The participation of a student on a residential visit will require the prior approval of the parent or guardian concerned.

(v) The participation of students on visits or trips is subject to the school's policy on visits or trips.



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(vi) Charges cannot and will not be made for activities required to fulfil any requirements specified in the syllabus for a prescribed public examination; to the national curriculum; or activities organised specifically to fulfil statutory duties relating to religious education.