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*Together we grow at Newport Primary School*

## Charging and Remissions Policy

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**Charging:** Parents make an obligatory payment for their child to take part in an activity.

**Remission:** The circumstances under which charges may be waived.

**Voluntary contribution:** Parents are requested to make a payment but are not obliged to do so.

1. The staff and governors of Newport Primary School believe that children benefit from experiencing education in a wide number of forms. To achieve this, the school may arrange for pupils to make visits out of school or to invite visitors to give presentations. In addition, some curriculum activities may involve specific and additional expense to the school.
2. This policy sets out what charges will be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested.
3. in summary, the school:
  - may not charge for any activities which take place in school time, apart from instrumental tuition in circumstances which are described below (para. 9);
  - may charge for activities that are provided wholly or mainly outside school hours, as long as these are optional activities; and may charge for board and lodgings on residential courses; and
  - may invite parents/carers to make voluntary contributions towards any part of the school's work.
4. The criteria for deciding whether an activity takes place outside school hours are set out in Annex 1.
5. **Residential trips.** A charge will be made (not to exceed the actual costs) for board and lodging on residential visits whether inside or outside school hours. Board and lodgings are deemed to include all elements of food and accommodation.
6. **Activities** wholly or mainly outside school hours (optional extras) may be charged to meet the costs for: travel, materials and equipment, non-teaching staff costs, entrance fees and insurance costs.
7. A charge may be made for **extra-curricular activities and school clubs.**
8. Where pupils, parents or contractors **cause damage** to school property or the fabric of the building, they will be required to pay the full cost of replacement or repair (including labour costs).
9. **Instrumental music lessons.** A charge may be made for instrumental music tuition provided either to individuals or to a group of any size unless the tuition forms part of the syllabus for a prescribed public examination or is part of the National Curriculum or the syllabus for religious education. No charge may be made in respect of a pupil who is looked after by a local authority.

## REMISSIONS

10. Children whose parents are in receipt of certain support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for:

- A trip that takes place outside school hours but is necessary as part of the National Curriculum or the syllabus for religious education. Such parents **can** be asked to make a voluntary contribution.
- 'Optional extras'
- Extra-curricular activities and school clubs.
- Instrumental music lessons.

The determination on a remission of charges is made on the basis of whether the family is eligible for support at the time the child is engaged on the activity.

12. The school is very keen that all pupils take part in activities arranged for them. It takes the view that, in addition to the required remissions, financial support can be arranged where genuine hardship occurs. On residential visits, the Headteacher will consult with parents who request support and, in confidence, agree the level of payment by the parent and the level of funding by the school from other sources.

## VOLUNTARY CONTRIBUTIONS

13. The school may ask for a voluntary contribution towards the cost of:

- any activity that takes place during school hours;
- school equipment; and
- School funds generally.

It must be clear that parents are under no obligation to pay and children of parents unable or unwilling to contribute will not be discriminated against as a result. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, it will be cancelled. Parents will not subsidise those who do not make a contribution.

14. No child shall be prevented from taking part in the making of articles, and in most cases the school will meet the cost of material and production costs. However, in some instances where the activity results in a finished article, the child may take ownership of the finished article if a payment is made which the teacher calculates is equal to the cost of the raw materials and the process involved. Where no payment is made the school may decide to retain ownership.

15. It is the policy of the school that parents will be informed in advance of requests for contributions, outlining the level of contribution requested and the nature of the activity. Where the amount of voluntary contribution will be significant, a preliminary letter will be sent ascertaining support for the visit before a firm booking is made. The school will advise parents if the visit cannot take place because parents are reluctant to support it.

In certain circumstances, if trips are deemed to be educationally essential, at the Head teacher's discretion, the school will make up any shortfall in parental contributions.

16. The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. The amount requested is based upon a scale [set out in The Education Act 1988] which assumes an equal and fair contribution from all the children. Where there are charges for accompanying adults, this will be included in the amount of contribution requested.

Should there be any excess contributions exceeding £5 per pupil a refund will be made or the excess may be carried forward to another trip. Below £5 per pupil the amount will be used to cover shortfalls in other school trips.

#### **ANNEX 1**

The Education Act 1988 prescribes the basis for determining whether the activity is deemed to take place in or out of school hours.

#### **Non-Residential Activities**

- If 50% or more of the period spent on the activity occurs during school hours then the activity is deemed to take place in school time.
- Where less than 50% of the period spent on the activity falls during school time, then the activity is deemed to take place outside school hours and may therefore be considered an 'optional extra'.
- Travel time can be counted only if the travel occurs during school hours.
- School hours do not include the mid-day break.

#### **Example 1**

A long-distance excursion might involve some hours of travel before and after the school day, but the time spent at the destination could fall mainly within normal school hours. For the purposes of charging legislation, this would be classified as an activity taking place in school time.

*No charge can be made, but a voluntary contribution can be requested.*

#### **Example 2**

An excursion which requires pupils to leave school earlier than usual in the afternoon but involves them in an activity which does not end until late in the evening would be less than 50% in school time and therefore would be considered to have taken place out of school hours.

***A charge can be made subject to the activity not being a necessary part of the school curriculum, not part of the syllabus for a prescribed public examination for which the child is being prepared at the school and not part of the school's basic curriculum for religious education.***

#### **Residential Activities**

Calculations are based upon the number of half-days taken up by the activity, including travel, relative to the number of school sessions that the participant would have attended if the activity had not taken place.

- A school day is divided into 2 sessions.
- A half-day means any period of 12 hours ending at noon or midnight.
- Where 6 or more hours of the half-day are spent on the visit then the whole half-day counts.
- Where half or more of the school session is spent on the visit, then all of the session counts.

If the number of school sessions missed by the participant is less than 50% of the number of half-days taken up by the activity, then the visit is deemed to have taken place outside school hours.

**Example 3**

A trip in term time from noon on Wednesday to 9pm on Sunday would last for 9 half days.

This would be:

- (i) 5 half days which include school session; and
- (ii) 4 half days which do not include school session.

This would count as an activity taking place in school time.

*For a school trip taking place in school time, no charge may be made for:*

- (i) the education provided; or*
- (ii) the cost of travel.*

**Example 4**

A school trip in term time from noon on Thursday to 9pm on Sunday would count as 7 half days.

This would be:

- (i) 3 half days which include school sessions; and
- (ii) 4 half days which do not include school sessions.

This trip would be classified as taking place outside school time.

