

St. Leonard's C.E. Primary School

Charging and Remissions Policy

2016 to 2017

1. The Education Act 1996 requires the Governing Body to:

“... determine and keep under review a Policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges for, any optional extra or board and lodging in respect of which charges are permitted by Section 455...”

2. The Governing Body have noted that the Education Act 1996 allows charges to be made in the following areas:

Optional Extras

Activities not related to the National Curriculum or to prescribed public examinations or to fulfil duties relating to religious education taking place out of school time.

Individual Instrumental Tuition

Individual instrumental tuition not related to the National Curriculum or to prescribed public examinations.

Materials used in Craft Subjects

Subject to the parents having agreed in advance they wish to own the finished product.

Board and Lodging Charges

At a time (in school or otherwise) subject to full remission to those parents in receipt of Income Support, Income Based Job Seekers Allowance or Family Credit Benefits for residential visits taking place or deemed to take place in 'school time'.

Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The head teacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

Examination Entry Fees

Public examinations not prescribed in regulations. Prescribed public examinations where the pupil has not been prepared by the school. Resits or prescribed public examinations where no further preparation has been provided by the school.

3. The Education Act 1996 does not debar voluntary contributions being made by parents.

The Governing Body would wish to try and ensure that the level of visits and activities established at the school continue but emphasise to parents that this can only happen with their full support and that activities will either be substantially reduced or cease altogether if parents are not prepared to contribute voluntarily. There is no obligation to contribute and no child will be treated differently according to whether or not any contribution has been made. However the activity can only go ahead if the level of financial support is sufficient.

The Governing Body note that parents are not debarred from making voluntary contributions in any situation including those in receipt of Income Support, Income Based Job Seekers Allowance and Family Credit contributing towards the costs of board and lodgings if they so wish.

4. The Governing Body notes that the Education Act 1996 prescribes:

- that no charges may be levied for school activities taking place or deemed to take place in school time (except for those outlined in section 2 above)
- that voluntary contributions must be genuinely voluntary
- that there is no obligation on parents to contribute; and
- that pupils will not be treated differently according to whether or not their parents have made any contributions.

The Governing Body recognises that in general, participation in all trips and visits is voluntary and notwithstanding the charging requirement parents have the right, for whatever other reasons, to choose that their children not participate.

Should participation in any trip be essential for the fulfilling of the school's duties related to the National Curriculum, public examinations or the provision of religious education, parents will be so informed on the occasion of each trip. In these cases, the full cost of the trip will be met by the school, less any voluntary contribution parents may be prepared to make.

5. The Charging and Remissions Policy for the year 2016/17 for St. Leonard's C.E. Primary School will, for the time being, be as follows:

- a. The Governors reserve the right to make charges where the law allows and as set out in (2) above.
- b. Individual instrumental tuition able to be accommodated at the wishes of parents will be on the understanding that parents meet the full costs involved. Children in receipt of Pupil Premium are eligible for a subsidy.

- c. From time to time it may be possible for the costs of trips and activities to be subsidised either wholly or in part from private school funds. Parents will be so informed when these occasions arise.
- d. Should the Governing Body choose to hold 'in school time' residential visits at e.g The Pioneer Centre, remission of board and lodging costs will be provided by the school to those who are entitled and who claim.
- e. The Governing Body have instructed the Head Teacher to include in the school's disciplinary code that parents will be asked to meet or contribute towards the costs of damage to or loss of school property arising out of individual pupils' behaviour.

6. This Policy statement will be kept under review annually.

Policy Date: October 2016

Annual Review Date: Autumn Term 2017