

# Little Paxton Primary School



## **Policy: CHARGING & REMISSIONS**

Finance Committee

Last reviewed & approved: October 2016

Next review due: Autumn 2018

### SECTION 1 INTRODUCTION

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

A copy of this policy can be found in the school brochure. All new parents are now given a copy of this policy and a copy if required is available from the school office.

### SECTION 2 CHARGING FOR VISITS

#### a) All Visits

The group leader should always ensure that parents are notified as early as possible as to:

- the total cost of the visit;
- how much of the cost will be transport and/or entrance costs
- how much each parent will need to pay or be asked to contribute towards the cost of the visit;
- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element);

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc.

#### b) During Normal School Hours

In all schools, except Independent Schools, visits which occur during school hours must be provided free of charge. However, parents can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled - parents must be

notified of this contingency. Pupils whose parents/guardians do not contribute cannot be discriminated against. The stated cost of a visit must not include an element of subsidy for pupils whose families do not meet the full charge.

The Governing Body may offer to remit part or the full cost of a trip including residential trips, for those who are eligible for Pupil Premium funding or where there is a perceived need to do so such as siblings attending the trips.

A letter about the visit is sent out to parents and usually contains a reply slip (with space for parental signature) and also a section on meeting the costs of the visit, the essence of which is contained in the following example:

Statement to be included in the letter to parents regarding visits

“In order for this visit/activity to take place, we ask you to make a voluntary contribution of £..... Unfortunately if enough contributions are not received then the trip will not take place as in reality we have no alternative source of funding. If you have any questions about payment or would like to discuss financial support then please do not hesitate to contact us.

#### c) Outside Of Normal School Hours/Optional Extras

The Head teacher can charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- falls wholly or mainly outside school hours, i.e. a residential trip during the school holidays is an optional extra.
- does not form part of the National Curriculum or the statutory requirements for religious education.

The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge.

#### SECTION 3 TRANSPORT IN A MINIBUS.

If any payment is requested or made towards the cost of passengers being carried in a minibus then a public service vehicle (PSV) licence is required by the Schools. A licence is required if the school owns or rents the minibus. There are two types of PSV:

- restricted (for up to two vehicles);
- standard national (more than two vehicles).

#### SECTION 4 INDIVIDUAL INSTRUMENTAL TUITION.

At Little Paxton School we currently employ private peripatetic music teachers. Fees for lessons are payable directly to these teachers. A subsidy is available for children who qualify for Pupil Premium funding.

#### SECTION 5 INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND).

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'. This is particularly relevant for the cost of materials/ingredients for Design & Technology.

#### SECTION 6 BROKEN EQUIPMENT (REPLACEMENT)

The Governors will allow the Head teacher to ask pupils and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

#### SECTION 7 REMISSIONS

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Head teacher in consultation with the Chair of Governors.