

HOPE PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Introduction

Under the 1988 Act it is clear that education 'during school hours' is free and no formal charges may be made.

The Staff and Governing Body recognise the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education and would accordingly wish to promote and provide, as far as possible, such activities as part of a broad and balanced curriculum. We encourage and enable all pupils to benefit from the enrichment experiences provided.

Charging

When organising any activity incurring a charge, we are sensitive to the financial constraints of some families within the community and do our best to make activities affordable and to find ways to make payment achievable.

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the School (1988 Act).

- a) Residential Activities held during school hours: charges may be made for the board and lodging element of those residential activities, which take place during school hours. Parents will be notified in advance of any such activities, which the school proposes to organise, and the estimated cost. Parental consent will be obtained for their children's participation in activities for which a charge may be made. Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil. Participation in these activities is dependent on payment in full but to make this achievable; the school is prepared to take payment in instalments. Any remission arrangements for such activities will be at the discretion of the Governing Body.
- b) Activities held outside school hours: the school will endeavour to provide a range of such activities. These will sometimes include day and residential experiences and are known generally as 'optional extras.' Charges may be made for these activities except where they are required in order to fulfil statutory duties relating to the National Curriculum, in which case charges cannot be made. Parents will be notified in advance of any 'optional extras' that the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.
- c) Materials and ingredients: a charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product e.g. cookery in design and technology.
- d) Specialist out of hours facilitators: a charge may be made to cover the cost of a club including the payment fees, equipment and service charges so that the school does not make a loss when providing after school clubs.
- e) Individual Instrumental Tuition: charges may be made for teaching a pupil to play a musical instrument in school hours as long as the tuition is not an essential part of the National Curriculum.

Voluntary contributions

Some trips or activities organised to complement teaching of the National Curriculum may incur significant additional costs to the school and, in these circumstances, the school may invite parents to make voluntary contributions to cover the costs. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation. No pupil may be left out of any activity because his/her parents cannot or will not make a contribution of any kind. If, however, insufficient money is raised for a trip then it may not be possible for it to go ahead.

Breakages and Damage to School Property

The school Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

Private telephone calls will only be undertaken in emergency situations. Staff will record such phone calls in a book located by the office telephone with the amount of time recorded in minutes. Charges will be made for the phone call on receipt on the telephone bill.

Reprographic charges

Any private photocopying will be recorded in a book located by the photocopier. A cost of 5p per sheet will be paid to the School Clerk and will be banked.

Remissions

Any remission of the charges for a particular activity or pupil will be entirely at the discretion of the Governing Body but the school would encourage all those with genuine financial hardship to approach the Head, confidentially, so that the matter may be raised with the Governing Body. Any subsidy provided by the Governing Body will be met by the funds at its disposal.

It is also the policy of this Governing Body to continue to encourage and support the PTA school fund raising activities, which sustain and subsidise a wide range of school activities and resources.

Approved on: _____ by the Governing Body

Date to be reviewed: _____ by the Governing Body

Signed: _____ Chair of Governors

Signed: _____ Headteacher