



POLICY FOR	Charging and Remissions
PERSON RESPONSIBLE	
COMMITTEE RESPONSIBLE	Finance & Resources
DATE REVISED	September 2015
NEXT REVIEW DATE	September 2018
COMMITTEE APPROVAL DATE	8 October 2015
GOVERNORS SIGNATURE	

Southmead Primary School

Introduction

The basic principle underlying the charging provisions of the Education Reform Act 1988 is that education provided by any maintained school for its pupils should be free of charge if it takes place wholly or mainly during school hours. The 1988 Act and the subsequent DES Circular (2/89: Charges for School Activities) establish those areas where charging for school activities is permissible and where it is not, and also clarify the circumstances under which voluntary contributions may be requested.

The objectives of the charging provisions of the 1988 Act are:

- To maintain the right to a free school education;
- To establish that activities offered wholly or mainly during school hours should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost;
- To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give LEAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours;
- To confirm the right of LEAs and school to invite voluntary contributions which may be requested.

The circumstances where charging is permitted can be divided into the following categories:

- Education outside school hours.

Educational outside school hours

Charging

No charges may be made for education provided wholly or mainly outside school hours where the education is provided:

- To fulfil any requirements specified in the syllabus for a prescribed public examination; or
- Specifically to fulfil statutory duties relating to the National Curriculum; or
- Specifically to fulfil statutory duties relating to religious education.

Other education provided wholly or mainly outside school hours is defined as an "optional extra", and it is the intention of the Governing Body to charge for such optional extra activities organised by the school. The basis for calculating the charge will be the proportionate cost, where appropriate, to each participating pupil for travel costs, board and lodging, materials, books and equipment, entrance fees and insurance. Staffing costs may also be included if they fall into the following categories:

- Teaching staff employed by the Governing Body for the purpose of providing the activity; or
- Teaching staff employed by the Governing Body to provide instrumental music tuition; or

- Teaching staff already employed by the LEA or Governing Body who have been engaged on a separate contract for services to provide the optional extra.

Where an activity takes place partly during and partly outside school hours, the school will apply the formula outlined in the 1988 Act to determine whether it is deemed to take place in or out of school hours. This calculation will be used as the basis for determining whether a charge may be applied.

Remission

The Governing Body delegates to the Headteacher, discretion to remit some or all of the charges for optional extra activities, where voluntary contributions, sponsorship or other forms of subsidy permit. In such cases the criteria applied for emission will be made clear to parents and other interested parties, but children will not be treated differently according to whether their parents have made a voluntary contribution.

Voluntary Contributions

The restrictions on charging for school activities do not in any way prohibit the school from seeking voluntary contributions in support of any school activity, whether during or outside school hours, residential or non-residential. Such activities shall include educational visits (eg to museums), visits to the school by storytellers, artists etc. These activities may be for the whole school or to specific year groups. The terms of any request for a voluntary contribution will make it clear that;

- a) there is no obligation to contribute;
- b) pupils will not be treated differently according to whether or not their parents have made any contribution;
- c) the school reserves the right to cancel a proposed activity if the level of voluntary contributions received is insufficient to fund the activity.

Requests for Evaluation of Pupils by Independent and Non-Maintained Schools

Charging

The Governing Body may levy a charge on each completed request from a private school for written evidence of a pupil's performance, aptitude and attainment and other relevant information in respect of each application. The school incurs costs in producing such materials (principally the cost of supply cover) as these reports are:

- a) produced outside of the normal schedule for report-writing; and
- b) written to a format other than the usual transfer documentation.

The charge will be as determined by the Governing Body, but currently no charge is made.

Remission

There will be no remission, the Governing Body having decided that application to a private school is a voluntary act by parents.

Breakage, Damage, Loss of School Property, Equipment and Books

Charging

There is no statutory reference to breakage or damage to school property in the 1988 Act. The Governing Body has decided in the absence of such, to delegate to the Headteacher the discretion to seek financial compensation from parents or carers for damage to, or breakage/loss of school property or equipment, where this was caused by deliberate or wilful behaviour on the part of their child.

Complaints

The Governing Body has established a formal complaints procedure, **Responding to Parents' Concerns**, which is based on the LEA's model policy. If parents or carers are unhappy with the application of the Charging and Remissions Policy, they should in the first instance discuss the matter with the Headteacher. A summary of the complaints procedure will be made available for parents to provide guidance on how to proceed.

Review of Policy

The policy will be reviewed every three years.

Approved by the Resources Committee on behalf of the Governing Body:

Chair of Resources Committee.....

Date.....