Great Massingham & Harpley CofE Primary Schools Federation

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Charging & Remissions Policy

Policy produced by	Headteacher	
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Reviewed and approved by	Governing Body	
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Published on website	**Yes**	No

Charges for School Activities

Legislation allows schools to charge for certain activities, which take place both inside and outside, school hours. Norfolk County Council has adopted a policy, which it recommends to governors, but it is for governors of schools to decide whether or not to follow the policy. The School's charging policy must be described in its brochure, which can be obtained from the school.

Great Massingham and Harpley C of E Primary School Federation follows Norfolk County Council's policy and these are the materials for which a charge may be made.

- **Music tuition:** individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.
- **Ingredients and materials:** ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- **Travel:** the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- **Board and lodging:** board and lodging will be charged in all cases where a school activity involves pupils on nights away from home.

- **Extended day services** offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Schools cannot charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a public examination the pupil is being prepared for at the school or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours.
- School Equipment.

General School Funds. Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. It is advisable to make parents aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

Activities outside school hours

- **A charge will be made** for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.
- **Residential trips outside school hours** - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.
- **Public Examinations** - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.
- **Remission of charges -** only parents who are in receipt of Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LEA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.
- **Remission will not apply to such charges** when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.
- **Parents who have difficulty meeting any charges** should discuss the matter in confidence with the headteacher.
- **Debt management.** Please note that optional extras such as wraparound services (breakfast and afterschool provision) are chargeable and school

will take steps to ensure that a build up of missed payments is avoided. This includes but is not exclusive to; payment reminders, early discussion with the headteacher, signposting to financial support, use of other funding streams where available e.g. pupil premium or tax free childcare support, possible cessation of the activity until the account is caught up.

Useful Link:

Latest DfE guidelines:
https://www.gov.uk/government/publications/charging-for-school-activities

Refunds
Refunds will only be offered in exceptional circumstances, e.g. if a school visit is cancelled and the venue and transport provider make no charge, or if the surplus collected for an activity exceeds the cost of that activity by an amount pre-determined by the governing board which is £5 per pupil.