

Bryn Offa CE Primary School

Charges and Remissions Policy

Revised – Summer 2013
Next Revision Date – Summer 2016

Admitting Children to School

There is no charge for admitting any pupil to Bryn Offa CE Primary School.

General Principles of Requesting Financial Contributions to Activities

Depending on the activity planned, it will fall into one of three categories:

- No contribution is expected or requested
- A request for a voluntary contribution
- A charge is made for an activity

The categories are expanded upon in the next sections.

No Contribution Expected or Requested

Bryn Offa will not request any financial contributions in the following situations:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.

Request for Voluntary Contributions

Head teachers or governing bodies may ask parents for a **voluntary contribution** towards the cost of:

- Educational Visits
- Any activity which takes place wholly or mainly during school hours
- Specialist school equipment
- School funds

The contribution is genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled. As a guide, a contribution of less than 80% could result in the cancellation of an educational visit.

It **must** be made clear to parents that there is no obligation to make a contribution. No child should be excluded from any activity if the parent has decided not to contribute. Any parent not contributing **must not have any pressure placed upon them**.

Charging

There are a number of situations in which the parents are charged for an activity. This is **not a request for a voluntary contribution**.

The areas where charges may be made are:-

- 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 or Group 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 – For residential activities, unless they meet the financial criteria for exemption (further details in next section)
- 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.
- Where a charge is made directly to the parents by a teacher or tutor not directly employed by the school e.g. a sports teacher may use school facilities to deliver a club, but may charge parents directly.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of support payments (list available on request) will, in addition to having a free school lunch entitlement, are also entitled to the remission of these charges.

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

Remission of Charges

There is full remission of charges for board and lodging for pupils whose parents receive Income Support, Income-based Jobseeker's Allowance, support under part IV of the Immigrant and Asylum Act 1999, or Child Tax Credit, providing the annual family income does not exceed £16,190 as at 1 April 2012,

- Who take part in a residential visit either in or deemed to be in school hours; or
- Who take part in a residential visit, in or out of school hours which is to fulfil any requirements specified in the syllabus for a prescribed examination
- To fulfil statutory duties relating to the national curriculum or to fulfil statutory duties relating to religious education

The Council has decided that for all residential visits which schools choose to arrange and which qualify for remission, no financial assistance can be provided by the authority and provision will need to be made by schools from their own funds (Pupil Premium Funding will be used for this purpose).

Legislation

Provisions concerning charging for school activities can be found in sections 402, 450 to 458 and 460 of the **Education Act 1996** and in **The Education (School Sessions and Charges and Remissions Policy) (Information) (England) Regulations 1999** (SI 1999 No. 2255).