



Great Doddington Primary School

Charging & Remission Policy

Introduction

- It is the policy of Great Doddington Primary School to provide an education without compulsory charges to parents, in accordance with The Education (School sessions and charges and remissions policies) (Information) (England) Regulations 1999 and DfE requirements.
- No charges will be made for education during school hours, however a voluntary contribution may be requested from parents, in some instances to enable an activity to take place. If insufficient contributions are received however, the trip/ activity may have to be cancelled. The exception to this will be whereby the parents chose for their child to undertake music tuition.
- School hours are 8.50am – 3.30pm for Key stage 1, and 8.45am – 3.30pm for Key Stage 2, with the exception of the lunch hour between 12.10pm and 1.10pm. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority.

Music Charging Policy

- Music tuition usually is provided by the Northamptonshire Music & Performing Arts Trust within school time, and the full charge of these lessons will be passed onto the parents of those children receiving lessons.
- Invoices will be sent to parents in the first 2 weeks of the 'chargeable period' as determined by the Northants Music Trust, and will be payable within 30 days of receipt. Any child who wishes to stop playing their instrument should give a term's notice in writing to the music teacher, who will then inform the Office Manager/Receptionist. This notice is required due to the school paying the music service in advance for their time. Should a parent wish their child to stop attending lessons mid-way through the term, they will still be liable for the full chargeable period.

Educational visits

- The school may ask parents for a voluntary contribution to cover the cost of any educational visits to cover the charges levied to the school for any travel, entrance fees, insurance etc. No child will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. However if insufficient contributions are received, it may be necessary to cancelled the trip. This does not apply to residential visits however. In the case of residential trips, all charges will be passed onto parents. The school will endeavour to keep these costs to a minimum, and will always ensure that 'best value' is obtained, without any profit being made.

- In individual cases of serious financial difficulties, parents should arrange a meeting with the Headteacher to discuss whether or not any assistance is available. The option to pay in instalments for more expensive trips will always be available to parents.

Other Activities, e.g. Puppet shows, Artists in residence etc.

- The school may ask parents for a voluntary contribution towards the cost of external bodies coming into school to work with the children. Examples of this could be a puppet show for the children's entertainment, or an artist in residence. If insufficient contributions are received, the activity may need to be cancelled.

Design & Technology/ Art & Design

- Parents may be asked for a contribution towards the cost of materials, in the case of Design & Technology and Art & Design when they wish for their child to bring home an item made in school. These charges will be kept to a minimum and will only be to cover the cost of materials/ ingredients used.

Loss / Damages

- Parents are required to reimburse the school for any wilful damage to school property, or the misuse or loss of books and equipment by their child. The charge would be the cost of replacement or repair, whichever the Headteacher may decide. In the case of lost library books, parents will be asked to reimburse the school for the cost of replacing such a book, after all efforts to find the book have been exhausted.

Activities Outside School Hours

- A nominal charge may be payable for participation in after school clubs which are run by the School's staff to cover the cost of equipment, i.e. footballs, dance CD's etc. For clubs run by external bodies, the charges will be determined by the external provider, and may include payment contributing to a person's salary.
- Payment should be made weekly on attendance at the club or in advance. Failure to pay subscriptions to a club may result in the child not being allowed to participate.

Extended Schools

- In the case of a holiday club, or after school club, fees will be payable in advance in line with the charges determined by the club's organiser. The school will not be able to offer remission on these fees since the club will be a self-financing business.

Other Charges

- The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report, completion of a passport application.

Legislation and Guidance

- This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and the [Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Schools are required to comply with this Act through their funding agreements. This policy complies with our funding agreement and articles of association.

Remissions Policy

- If a parent /guardian of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999, or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190), and as such are entitled to free school meals, they may be entitled to remission of certain charges if the Headteacher, Finance committee or Governing Body feel that it is reasonable.
- A 25% reduction in the cost of a residential trip may be available for pupils eligible for free school meals if requested. Any requests should be directed to the School Business Manager who will issue parents with the appropriate forms to submit their request.
- Additionally, the school agrees that a percentage of the pupil premium budget may be used to fund extra-curricular activities such as music tuition, attendance at a club for those children in receipt of pupil premium.
- In both instances each case will be reviewed individually by the leadership team, and proof of receipt of any of the above will need to be shown.

REVIEW DATE 11/2021

Approved by the Governing Body: Nov 2019

Signed by Chair of Finance Committee:

