



# **Pennyman**

## Primary Academy

# **CHARGING AND REMISSIONS**

<b>CREATED:</b>	<b>November 2013</b>
<b>BY:</b>	<b>Head Teacher</b>
<b>REVIEW DETAILS:</b>	<b>Annual (Spring Term) Last Reviewed: 16<sup>th</sup> June 2015</b>

## **Introduction**

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

## **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## **Responsibilities**

The Governing Body of the School are responsible for determining the content of the policy and the Head Teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head Teacher and Governing Body.

## **Prohibition of Charges**

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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, 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;
- 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;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is 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;
  
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
  
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;

- transport provided in connection with an educational trip.

### **Publication of Information**

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

### **Charges**

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) entrance fees
  - (iii) insurance costs
- (c) Breakfast Club
- (d) individual tuition in the playing of a musical instrument
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (f) extra-curricular activities and school clubs.

### **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following:

- a) School visits

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

Voluntary contributions will be used to:

- provide educational visits, visitors and additional curriculum experiences.