



# CHARGING & REMISSIONS POLICY



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# Hollinswood Primary School & Nursery

## Charging and Remission Policy

The Governors of Hollinswood Primary School & Nursery have adopted the Charges and Remission Policy set out by Telford & Wrekin Council and agrees to review the policy on a regular basis.

The full Charges and Remission Policy is set out below:-

### **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

### **Voluntary Contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. **If we do not receive sufficient voluntary contributions, we may cancel a trip.** If a trip goes ahead, it may include children whose parents have not paid any contribution or a part contribution. We do not treat these children differently from any others. At the governors discretion some trips may be subsidised from additional funding streams.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to or by a theatre company;
- Musical events.

### **Residential Visits**

The pupils will have the opportunity to attend a single night residential visit. Charges for transport and activity in school time is as other organised school trips. Costs for activity and lodgings outside of the school are not voluntary.

The school seeks subsidies for these visits from outside agencies such as YHA and the Parish Council.

The school will approach parents re additional and discretionary subsidies e.g. if siblings are attending also.

The school engages in a weeklong outdoor education visit for Year 6 and a 3 day visit for Year 2. The school normally uses Telford & Wrekin Council's own Outdoor Education Centre at Arthog in North

Wales. The charges and remission for this visit are clearly set out for parents when the visit is first arranged.

## **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

Telford & Wrekin Music Service offer lessons in various instruments which parents have to pay for; those children receiving free school meals get these lessons free. We do offer individual or small group lessons, which are taught by peripatetic teachers; as these are not part of the National Curriculum and an additional curriculum activity there is a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

## **Chapter III (Sections 449 to 462) of The Education Act, 1996 requires the Governing Body to:-**

**“.....determine and keep under review a policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges for, any optional extra or board and lodging in respect of which charges are permitted by Section 455 .....”.**

**The Governing Body has noted that The Education Act 1996 allows charges to be made in the following areas:-**

### Optional Extras:

Activities are not related to the National Curriculum or to prescribed public examinations or to fulfill duties relating to religious education taking place ‘out of school time’.

### Individual:

Individual instrumental and vocal tuition not related to the National Curriculum, or part of the Key Stage 2 instrumental and vocal tuition programme or, to prescribed public examinations. (Note: Tuition can be provided in groups of any appropriate size)

### Board and Lodgings – Charges:

At any time (“in school time” or “out of, or ‘deemed out’ of school time”) subject to, for residential visits taking place or, deemed to take place “in school time” only. Full remission is available to those parents in receipt of:

- Universal Credit and your household income is less than £7,400 a year (after tax and not including any benefits you get),
- Income Support,
- Income-based Jobseeker's Allowance,
- Income-related Employment and Support Allowance,
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190),
- Pension Credit (Guarantee Credit),
- Support under Part VI of the Immigration and Asylum Act 1999.

### Examination Entry Fees:

Public examinations not prescribed in regulations. Prescribed public examinations where pupil has not been prepared by the school. Re-sits of prescribed public examinations whereon further preparation has been provided.

## **The Education Act 1996 does not debar voluntary contributions being made by parents.**

The Governing Body would wish to try and ensure that the level of visits and activities established at the School continue but emphasise to parents that this can only happen with their full support and

that activities will either be substantially reduced or cease altogether if parents are not prepared to contribute voluntarily.

The Governing Body note that parents are not debarred from making voluntary contributions in any situation including those in receipt of the qualifying benefits set out in “Board and Lodgings charges” above.

The Governing Body also note that there are no restrictions on the level of voluntary contribution that can be made nor are there any restrictions as to the use to which such contributions may be put.

**The Governing Body notes that The Education Act 1996 prescribes:**

- That no charges (other than for board and lodging costs as described in 2. above) may be levied for school activities taking place or deemed to take place “in school time”.
- That voluntary contributions must be genuinely voluntary.
- That there is no obligation on parents to contribute and
- That pupils will not be treated differently according to whether or not their parents have made any contribution.

The Governing body recognises that participation in all trips and visits is voluntary and notwithstanding charging requirements parents have the right, for whatever other reasons, to choose that their children not participate.

**The Charging and Remissions Policy for the Hollinswood Primary School & Nursery will, for the time being, be as follows:-**

- (i) The Governors reserve the right to make charges where the law allows and as set out in 2 above.
- (ii) Individual instrumental tuition able to be accommodated at the wishes of parents will be on the understanding that parents meet the full costs involved.
- (iii) From time to time it may be possible for the costs of trips and activities to be subsidised either wholly or in part from private school funds. Parents will be so informed when these occasions arise.
- (iv) The Governing Body notes that the LA has provided funding for the remission of board and lodging costs for “in school time” courses at the LA’s own Outdoor Education Centre at Arthog.

**Monitoring and Review**

This policy is monitored by the governing body, and will be reviewed annually, or earlier if necessary.