



Stoke Prior School

Charging and Remissions Policy

SECTION 1 INTRODUCTION

The School conforms to the LEA's charging policy, the DES Circular 2/89 and the Education Reform Act 1988: Charges for School Activities.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

SECTION 2 CHARGING FOR VISITS

a) All Visits

The group leader should always ensure that parents are notified as early as possible as to:

- the total cost of the visit;
- how much of the cost will come from school or other funds
- how much each parent will need to pay or be asked to contribute towards the cost of the visit;
- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element);
- use of any surplus funds, i.e. to be returned to parents

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc.

Children in receipt of free school meals or pupil premium will not be expected to pay for school trips and after school clubs. The Pupil Premium allocation will be used to meet these expenses.

b) During Normal School Hours

As in all schools, visits which occur during school hours will be provided free of charge. However, parents are asked to make a 'voluntary contribution' towards the cost of the trip. In reality the value of the requested contributions usually equates to the total cost of the visit. Pupils whose parents/guardians do not contribute are not discriminated against and receive financial support from school.



Obtaining Parental Permission for School Trips

A letter about the visit is sent out to parents and contains a reply slip (with space for parental signature) and also a section on meeting the costs of the visit, the essence of which is contained in the following example:

"All pupils will need to take a packed lunch with them. As we are travelling by coach, a small cost will be incurred. Current legislation permits us to ask only for voluntary contributions towards the costs involved. No pupil will be discriminated against on the grounds of inability to pay. A voluntary contribution of £___ would be appreciated"

c) Outside Of Normal School Hours/Optional Extras

The Headteacher can charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- falls wholly or mainly outside school hours, i.e. a residential trip during the school holidays is an optional extra.
- does not form part of the National Curriculum or the statutory requirements for religious education.

The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge.

SECTION 3 CHARGING FOR AFTER-SCHOOL CLUBS

The school will make a charge for after-school clubs where there is a cost involved. This could be payment of the provider (either internal or external) or the cost of materials. The school should not seek to make a profit from these charges.

SECTION 4 INDIVIDUAL INSTRUMENTAL TUITION

Individual music tuition is provided by accredited self-employed teachers through The Encore (Hereford Music Service). Lessons are delivered to individuals or small groups on receipt of requests received from the parents/carers of those pupils. Payment is made directly to the tutor at the agreed rate. The school is not involved in the collection of these fees.

SECTION 5 BROKEN EQUIPMENT (REPLACEMENT)

The Governors can allow the Headteacher to ask pupils and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils. At Stoke Prior we have a very small incidence of the above particularly through misconduct.



SECTION 6 REMISSIONS

The Governing Body or other agencies may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part.

Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

Policy Updated: 11th November 2020

Approved by Governors:

Signed:

Review Date: November 2023