

Date: October 2016  
Review: October 2017

# Primrose Hill School Charging and Remissions Policy



## **1 Introduction**

- 1.1** 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 individual or group music tuition.
- 1.2** The Governing Body of the School recognise that 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 religious education.
  - 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 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 authority has a statutory obligation to provide transport.
  - Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated.
  - Transport provided in connection with an educational trip.
- 1.3** Charges may be made for
- School meals
  - Board and lodging on residential visits
  - The proportionate costs for an individual child of activities wholly or mainly outside school hours to meet the costs for travel, materials and equipment, non-teaching staff costs, entrance fees, insurance costs
  - Extra-curricular activities and school clubs
  - Breakages and replacements as a result of damage caused wilfully or negligently by pupils
  - Damage/vandalism/loss to and of school property
  - Community Use/Lettings (see Lettings Policy)

## **2 Voluntary contributions**

- 2.1** When organising school trips or visits which enrich the curriculum and 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. We do not treat these children differently from any others.
- 2.2** 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 part of the 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.
- 2.3** 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, art galleries, exhibitions;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - musical events.

### **3 Residential visits**

**3.1** If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, we do make a charge to cover the costs of board and lodging, and for a contribution to the cost of travel. A saving scheme will operate to allow parents to spread the cost of these trips over a longer period of time.

### **4 Music tuition**

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

**4.2** There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

### **5 Swimming**

**5.1** The school organises swimming lessons for all children in Key Stage 2 (and in Key Stage 1 through Sports Premium Money). These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

### **6 Remissions**

**6.1** Children whose parents are in receipt of the following support payments will, on addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are;

- Income Support
- Income related Employment and Support Allowance
- Income based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit and are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit 'run on'- paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit.

**6.2** Where parents may have difficulties in making charges or voluntary contributions due to their financial circumstances, the Head Teacher may grant remission of these charges.

**Signed:**



**Date: October 2016**