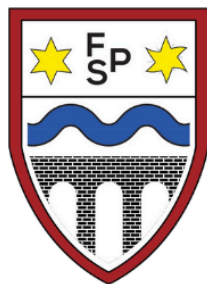




FENISCOWLES PRIMARY SCHOOL
'STRIVING FOR EXCELLENCE'



CHARGING & REMISSIONS POLICY

Introduction

The Governors of Feniscowles Primary School believe that all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social 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.

Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

Admissions

There is no charge for admissions.

School Meals

There is no charge for children who are entitled to Free School Meals or Universal Infant Free School Meals. Pupils who are not entitled to free school meals will be charged a set amount per meal decided by the Governing Body.

Activities that take place during school hours (this does not include the break and the middle of the school day)

There is no charge for activities which form part of the National Curriculum requirements during the school hours with the exception of music tuition. (section 7)

The school organizes swimming lessons for some year groups in Key Stage 2. 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. There is no charge for transport during school hours to swimming sessions.

We may charge for:

- ☐ books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- ☐ optional extras
- ☐ music tuition

Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside school hours when they are: -

- Part of the set curriculum, including sports matches against other schools.

Optional extras

The school will charge for optional extras. Optional extras are

- Education provided outside of school that is not:
 - a) part of the curriculum
- Board and lodging for a pupil on a residential visit.

The cost of optional extras

Any charges made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. (section 12).

When calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- The cost or proportion of the costs for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extras activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have an agreement of parents before organising the provision of an optional extra where charges will be made.

Activities that take place partly during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as outlined in section 3.

Travelling time is included in time spent on the activity.

In cases where the majority of a non-residential activity takes place outside school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no

charge can be made for supply teachers to cover those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in section 4.

Residential Activities

Our school will charge for:

Board and Lodging

When any visit has been organised by the school where there may be a cost for board and lodgings parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodgings on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

Travel

Travel charges will apply when the residential activity takes place during or outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions but no other pupil will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall outside of school hours. (see section 4)

Music Tuition within school hours

Feniscowles Primary School follows government legislation that states all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum.

Extended Services

Feniscowles Primary School is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities.

- Learning opportunities either side of the school day
- Ways of increasing pupil engagement

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Wraparound Care

The School offers childcare services for the local community by the provision of a wraparound care, before and after school club. The School is committed to supporting their families by providing affordable childcare. This provision will maintain competitive pricing for the market while ensuring costs are covered and the provision is funded to a high standard to ensure quality of the service.

Any profit from the service will be spent on the school or community facilities.

Damage to property, breakages and loss of equipment

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil the school may charge some or all of the cost to those responsible to pay the third party.

Where school books or equipment on loan to pupils has been lost the school may charge some or all of the cost of a replacement.

Whether or not these charges will be made will be decided by the Headteacher. Each incident will be dealt with on its own merit.

Remissions and Concessions

The Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full. The headteacher in consultation with the Chair of Governors will make the authorisation if applicable.

Voluntary Contributions

The Governing Body may ask for voluntary contributions to the school for general funds and / or to fund activities that will enrich our pupils' education. This may include:

- ☐ educational visits within school hours
- ☐ ingredients and/ or materials for items to be made at school in lessons and subsequently taken home
- ☐ visiting speakers/ performers/workshop leaders who have been engaged by the school to lead specialist activities.

In any case where an activity cannot be afforded without voluntary funding this will be made clear to the parents by the school. If voluntary contributions are less than 90% of the cost of the activity, it will be cancelled. If the activity has to be cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Inability or unwillingness to pay

Feniscowles Primary School is committed to ensuring fair access and treatment of all pupils and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents who did not want to make the payment or could not make the payment will not be disclosed under any circumstances.