

Kelvedon Hatch Community Primary School

Charging and Remissions Policy



APPROVED BY GOVERNORS OCTOBER 2017

To be reviewed October 2021

Kelvedon Hatch Community Primary School

CHARGING AND REMISSION POLICY

The Governing Body of Kelvedon Hatch Community Primary School has compiled this policy on charging for activities that take place during or outside of the school day. No charge can be made where education that is part of the national curriculum is provided wholly or mainly during or outside school hours.

Voluntary contributions: Headteachers or governing bodies may ask parents/carers for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

The contribution must be voluntary, though, and the pupils of the parents/carers who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled. There is no legal reason why a school should not invite parents/carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

Instrumental music tuition: A charge may be made for either an individual pupil or groups to play a musical instrument or to sing. If the tuition forms part of the syllabus for a prescribed examination [e.g. GCSE] that the school is preparing the child to sit, or is part of the National Curriculum a charge is not permissible.

Charges for finished products: Schools can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where the parents/carers have indicated in advance that they would like their child to bring home the finished product.

Damages

Parents may be asked to pay for / make a contribution to cover the costs of breakages and replacements and defaced or damaged books that are caused as a result of pupil's bad behaviour. We will also charge for lost text books and reading books, this will be at the Headteachers discretion.

Meals

Lunch is £2.00 a day or £10.00 a week (as of June 2014) the price covers a cooked meal, drink and a dessert. All food served conforms to the government's healthy eating guidelines with an emphasis on nutritionally balanced meals with fresh fruit and vegetables. Children may bring a packed lunch - if they forget their packed lunch the school will provide one at the cost of the daily meal. Some parents may have an entitlement to the free school meals allowance. From September 2014 KS1 and Reception pupils will be entitled to a free school lunch.

School Uniform /Clothing: Although no charge can be made for 'equipment' for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents can therefore be asked to provide their children with such things as PE kit, protective aprons and sports kit. School uniform items are available from Smartypants Schoolwear, Brentwood (<http://www.smartypantsschoolwear.com>).

Home to School transport

This is administered by Essex County Council.

Photographs

Parents are wholly responsible for the cost of school photographs, however purchase is not compulsory.

Residential trips: Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision. Where the trip takes place wholly or mainly during school hours, pupils whose families are in receipt of the following support benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- Support under part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the Working Tax Credit is not also received and the family's income [as assessed by Her Majesty's Revenue and Customs] does not exceed £16,190 [Financial Year 2013/14]
- The guarantee element of State Pension Credit
- An income-related employment and support allowance that was introduced on 27 October 2008

A similar entitlement applies where the trip takes place outside of school hours but it is a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus is religious education. If the trip takes place outside school hours and **does not** form part of the above, the school can make a charge for transport.

Optional extras: This kind of activity can be charged for where the activity takes place outside school hours but is not part of the National Curriculum, does not form part of the syllabus for a prescribed examination that the school is asking the pupil to sit. This can include: Pupil's travel costs, Board and lodging, Material, books and other equipment, Non-teaching staff costs, Entrance fees to museums, theatres etc, Insurance costs, the cost of engaging a teacher, who is already employed by the Authority, on a contract for service, as distinct from a contract of employment, specifically for the activity.

Unpaid charges: Those unpaid charges which are legally recoverable will be recouped together with resultant costs as a civil debt.

Information on charging and remissions policy: Parents/carers are entitled to information about a school's charging and remissions policy, and governing bodies must ensure that this is available on request during school hours.

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