

CHARGING AND REMISSIONS POLICY

LLANSANTFFRAID CHURCH IN WALES PRIMARY SCHOOL

Introduction

1. (a) This policy sets out the circumstances in which the School may charge parents for school activities of pupils and the circumstances in which charges will be remitted.

(b) The policy does not apply to out-of-school clubs (such as the After-School Club) which are not financed from the school budget but from fees to users.

2. The Governors do not expect or intend that the introduction of this Policy will result in any significant increase in payments by parents for activities organised through the school or in the occasions on which parents will be asked to make some payment.

3. A Charging Policy has to cover numerous possible situations. The most common situations at the School are "optional extras" such as trips taken outside school hours when parental agreement is necessary anyway. At present, the arrangements for such outings and other activities work well. As a general rule, the Governors do not intend to change the present system. Very occasionally, however, a situation may arise in which the School thinks it right for some pupils to take part in a particular activity for which parents' consent is not required and for which the expense can properly be recovered by way of charge. It will become clear from the contents of this policy that such situations are likely to be rare, and in any event the School would not wish to involve parents in expense without first consulting them.

4. Charges made by the School will not include a profit element, but are limited to the costs which the School expects to have to pay in order for the activity to take place. It follows that if the activity is not financed from charges to (or voluntary contributions by) parents of pupils taking part in the activity, money will have to be found from the school budget, which reduces resources available for pupils not taking part.

5. The circumstances in which the School can charge parents for school activities is controlled by law (which is complex), and this policy is intended to comply with the relevant legal provisions.

Charging Powers

6. The Schedule attached to this Policy lists under various headings activities for which the School may charge. The underlying principle (with some exceptions) is that basic education is intended to be free, but parents can be expected to pay for extras.

7. The School intends to continue to ask for voluntary contributions from parents for certain activities for which it cannot make a charge. Otherwise, the School's basic policy is to charge when it is permitted by law to do so, but the Head Teacher, in consultation with the Chair of the Governing Body, can decide not to charge the full amount, or to charge less than the full amount, in respect of any particular activity.

Basis of Charging

8. The charge will be calculated by estimating the total cost of the activity for which the school has decided to charge and dividing this by the number of pupils taking part. The amount charged for each pupil will therefore not include any element of "subsidy" of any pupils for which charges have been remitted: charges remitted must be financed either from the school budget or by voluntary contributions from other sources.

9. The Head Teacher, in consultation with the Chair of the Governing Body, (or in his absence the Vice Chair) may decide:

(i) whether a chargeable activity should be financed by charge or by voluntary contribution (or a combination of the two)

(ii) whether the School will make a lower charge than would be produced by the above calculation, and if so the level of charge.

(iii) the level of voluntary contribution to be asked of parents in respect of any activity.

Remissions

10. The school will, as required by law, remit the costs of board and lodging on a residential trip occurring either mainly within school hours, or for the purpose of carrying out statutory duties under the National Curriculum, in cases where the parents of a pupil are at the time in receipt of qualifying public benefits. It is the responsibility of parents to provide the school with all necessary information if they wish a charge to be remitted on this basis. The present School budget allowance does not permit any more generous remissions policy.

11. The Governors do not intend to remit or subsidise any charges which the LEA may be entitled to make to parents under the LEA Charging and Remissions Policy, or to make against the School which the School would be entitled to pass on to parents.

Damage to Property

12. The School will normally seek to charge parents for loss of, or damage to, the school or school equipment (or equipment for which the school is responsible) by a pupil involving culpable behaviour, such as vandalism or disobedience to instructions. Examples are misuse of a musical instrument, reckless destruction of design materials or loss of library books.

13. The decision whether or not to charge parents in any particular situation, and if so, the amount to be charged will be taken by the Head Teacher in consultation with the Chair of Governors. The parent concerned may ask them to refer the matter to the Governing Body.

Use of the School or of School Property

14, The Governors may charge for the hire to third parties of parts of the school or of school equipment. Dates and times of hiring, rates of charge, and remission of charges may be decided by the Chair of Governors in consultation with the Head Teacher. No charge will normally be made for the use of school premises by the Friends of the School.

Clothing

15. Parents are expected to provide essential clothing for curriculum activities, e.g. PE, but the school cannot charge parents for the cost of such clothing without authority. The school can charge parents for clothing considered essential for overnight stays.

Equality

16. In implementing and reviewing this and related policies, the School will avoid unlawful discrimination and will seek to apply the policies consistently to all pupils, parent/carers, staff and visitors irrespective of age, disability, race or ethnic background, gender (sex), gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, or sexual orientation.

The School will comply with all relevant equalities legislation and will promote equality in all aspects of school life.

SCHEDULE OF ACTIVITIES OR COSTS FOR WHICH THE SCHOOL MAY CHARGE

1. Board and Lodging

Costs of board and lodging for activities involving overnight accommodation for pupils. Cancellation charges caused by the pupil or parents. Essential clothing.

2. Music

(a) Costs for teaching music individually, or in groups of up to 4 pupils, including any costs of entering a pupil for non-prescribed exams.

(b) Costs of teaching or of musical events for larger groups outside school hours and not as part of the National Curriculum.

3. Non-Curriculum Activities outside School Hours

Costs of excursions (for instance to the pantomime), sports events, school clubs and other activities. See also 2(b) above.

4. Materials

Cost of materials used in class, for instance in Craft or Cookery, if parents have agreed to receive the finished product.

5. Damage to Property

Charges may be made for loss or damage to the School or to school property (or property of others for which the School is responsible) caused by culpable behaviour such as vandalism or disobedience.

6 Breakfast Club

Breakfast (including childcare) for the half-hour 8.30-9.00 a.m. is free for children registered for Breakfast Club, but the School may charge parents of children who are not registered or arrive prior to 8.30 a.m.

Notes:

(1) Whether or not charging is permissible for a particular activity, equivalent or wider classes of expense can be raised by voluntary contributions from parents.

(2) "School Hours" are the hours the school is actually in session. The mid-day break is outside school hours.

