



## Charging and Remittance Policy

### INTRODUCTION

The School conforms to the LA'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 visits, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a rich 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.

### 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 alternative funding sources
- 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 visits which involve a residential element);
- use of any surplus funds, i.e. will they be returned to parents or retained for future visits?

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. Arrangements may be made for payment by instalment should this be necessary.

#### b) Visits during school hours

Visits which occur during school hours are provided free of charge. However, parents can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled - parents must be notified of this contingency. Pupils whose parents/guardians do not contribute cannot be discriminated against.

Parental permission should be obtained in one of two ways:

i) Sample Parental Declaration. Parents sign a declaration which contains, e.g. I understand:

- that current legislation permits the School to ask for voluntary contributions towards the costs involved;
- that no pupil will be discriminated against on the grounds of inability to pay;
- that if sufficient money is not raised by voluntary contributions, then the visit may have to be cancelled.

ii) Signed Slip received back from parents:

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. Pupils who receive free School meals can be provided with a packed lunch if notice is given. 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, and we would be grateful for a contribution of £ ..... If you are unable to meet this cost we do try to help. On occasions, if insufficient contributions have been received we may have to cancel a trip.

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 visit 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.

Parental permission should be obtained as follows:

i) Sample Parental Declaration. Parents sign a declaration which contains, e.g. I understand:

- that current legislation permits the School to ask for the full cost of the visit;
- that current legislation does not require the School to arrange subsidies for the visit;
- that if insufficient numbers of pupils opt for the visit then the visit may have to be cancelled.

- that my child cannot attend this 'optional extra' visit is full payment is not made by myself/ourselves.

The Governing Body may offer to remit the full cost of full board and lodging for a residential visit.

The decision to offer to remit board and lodging costs can be subject to the parents of a pupil being in receipt of:

- Income Support;
- Income-Based Jobseekers' Allowance;
- Family Credit;
- Disability Working Allowance.

#### TRANSPORT IN A MINIBUS

If any payment is requested/made towards the cost of passengers being carried in a school minibus other than a public service vehicle (PSV), a licence is required by the School. A licence is required if the school owns or rents the minibus. There are two types of PSV:

- restricted (for up to two vehicles);
- standard national (more than two vehicles).

#### INDIVIDUAL INSTRUMENTAL TUITION

Parents of pupils receiving instrumental tuition outside of the curriculum are charged for in accordance with NYCC Policy. The fees for the LA peripatetic lessons are centrally collected.

#### INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'. This is particularly relevant for the cost of materials/ingredients for Design & Technology.

#### BROKEN EQUIPMENT (REPLACEMENT)

Parents can be asked to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on their child's part.

#### REMISSIONS

The Governing Body 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.