CHARGES AND REMISSIONS FOR SCHOOL ACTIVITIES POLICY

Saundersfoot Community Primary School

Version	
Date	
Signed by Chair of Governors	
Signed by Headteacher	

Date of policy implementation	
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Policy Title	Charges and Remissions for School Activities
Author	
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Link Governor	
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Policy Revision History

Date	Version	Lead Reviser	Additional Revisers	Date ratified by full GB

Policy on Charging for School Activities

1. Introduction

Section 457 of the Education Act 1996 requires the governing body of any maintained school to adopt a policy on charging and remission arrangements for school activities.

This policy was adopted by the governing body of Saundersfoot Community Primary School on **(DATE)** and will be subject to review every three years.

The principal circumstances in which charging is permissible under the Education Act 1996 are as follows:

2. School Trips

- **Non-Residential** – No charge will be levied in respect of school trips that take place during school hours or are a necessary part of the curriculum.

- **Residential (Essential)** – For residential trips which are essential to the National Curriculum, statutory RE or in preparation for accredited examinations, a charge will be levied for board and lodging.

- **Residential (Non-essential)** – For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

  a) If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.

  b) If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

3. Examinations

The Governing Body reserves the right to levy charges in respect of the following:

a) Where a parent asks for an examination result to be re-scrutinised, and a charge is made by the examining board for this service,

b) Where the governing body agrees to enter a pupil for an accredited qualification examination for which he or she has not been prepared by the school,

c) Where a pupil, with parental agreement, is entered for an examination for a non-accredited qualification

d) Where a pupil fails, without good reason, to complete the requirements of any public examination where the school paid or agreed to pay the entry fee,

The charges levied in a) to d) above will be the cost of the examination entry fee plus appropriate administration costs.

4. Finished Materials

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used.

5. Music Tuition

The governing body reserves the right to levy charges in respect of individual music tuition, and group tuition up to and including 4 persons, if the teaching is not an essential part of either the national curriculum or an accredited qualification syllabus being followed by the pupil.

6. Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the national curriculum or religious education, or that form an essential part of the syllabus for an accredited qualification.

If a pupil is prepared outside school hours for an examination that is not set out in regulations, a charge will be levied for tuition and other costs.

For all other activities outside school hours, the governing body reserves the right to charge up to the cost of the activity.

7. Damage / Loss to Property

The governing body reserves the right to levy a charge in respect of willful damage, neglect or loss of school property and/or third-party property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

8. Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

9. Lettings

Refer to the school's Lettings Policy and the scale of charges determined annually by the Finance Committee.

10. Remissions

If the parent/guardian of a pupil is in receipt of the following benefits, charges in respect of board and lodging will be remitted in full:

- Income support
- Income based jobseekers' allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit – provided that they do not also receive Working Tax Credit).

The governing body reserves the right to remit in full charges in respect of a pupil, if it feels it is reasonable in the circumstances, in the following matters:

a) *Enter activity*

These activities must comply with the information given in the Authority's Charges and Remissions Guidance.

11. Review

This policy will be subject to review every three years.