

SURFLEET PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Principles

Education is provided free of charge if it takes place wholly or mainly during school hours.

Complete remission of board and lodging charges to pupils whose parents receive Income Support, Income Based Jobseekers Allowance, Support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided the parent is not entitled to working Tax Credit and their annual income does not exceed £16190, Guaranteed Element of State Pension Credit or Income-related Employment and Support Allowance, if the activity is deemed to take place during school hours or out of school hours, but is covered by the criteria set out in paragraph 19 of DfES Circular 2/89 i.e. no charge for any activity provided to:

- Fulfil any requirements specified in the syllabus for a prescribed public examination.
- Specifically fulfil statutory duties relating to the National Curriculum.
- Specifically fulfil statutory duties relating to Religious Education.

LEA's Charging and Remissions Policy

The school will follow the principles laid down in the LEA policy, i.e. charges may be made for musical tuition, activities outside school time, board and lodging on residential visits (except where statutory remission applies).

Voluntary contributions by parents

Parents may be invited to make voluntary contributions towards the cost of an activity for which a charge may be made, but such requests must make it clear that there is no obligation to contribute. Pupils will not be treated differently according to whether or not their parents have agreed to make a voluntary contribution.

If a trip is planned mainly within school hours, i.e. 50% or more of the trip, including transport time, is within school hours, parents may be invited to contribute, but no pupil may be excluded from the trip because parents have not contributed.

Charges made to parents must not exceed the actual cost of the activity in order, for example, to raise funds to cover any shortfall caused by parents opting not to contribute, although there is nothing to prevent other parents making a voluntary contribution over and above that cost.

If a trip or activity is cancelled, School will only refund parents if the monetary value is over £1.00.

Charging parents for breakages and fines

Parents may be asked to pay a voluntary contribution towards the cost of replacing a broken window or a defaced, damaged or lost text book, etc., where this is the result of a pupil's behaviour.

Educational visits and journeys

During school time

Voluntary contributions may be sought to defray in part or in whole the cost of a visit during school time. Alternative funding may be sought to offset part of the cost for all or for those who qualify for statutory remission. No pupil will be excluded because they or their parents decline to make such a contribution. Further guidance will be found in the School Administration Handbook Section B3. Voluntary contributions are sought to cover the cost of transport to and from the swimming pool on a weekly basis.

Outside school time

See School Administration Handbook Section B3 for the definitions and guidance.

Residential visits follow the same guidance. Staff are issued with individual contracts and insurance for all is provided through the LEA contract.

School Meals

Parents are given the opportunity to purchase a hot lunch for their child(ren).

School meals are also available to staff in the same way.

The charge for the meal will be the charge made by the supplier to the school. All children whose families qualify for Free School Meals benefit will be provided with a lunch free of charge to their parents. From 1.9.14 all EYFS and KS1 children will be entitled to a free hot school lunch free of charge to their parents in line with the Universal Infant Free School Meal Regulations.

Telephone and Reprographic – Governors agree income limits for staff/parents for telephone and photocopying:

Local call	10p	A4 copy	5p per sheet
National call	20p	A3 copy	10p per sheet
		A4 laminate	20p per sheet
		A3 laminate	30p per sheet

This policy was presented to the governors for review in Autumn 2014. It was informed by the School Administration Handbook and DfES Circular 2/89.

To be reviewed Autumn 2016