

# *Primrose Hill Primary School*



## **Charging and Remissions Policy**

September 2015  
Review date: September 2018

# Primrose Hill Primary School

## (1988 EDUCATION REFORM ACT CHARGING FOR SCHOOL ACTIVITIES)

### CHARGING AND REMISSIONS POLICY

School trips are an important part of the curriculum and at Primrose Hill staff are prepared to organise and run school trips for the benefit of the children. Some of these trips are in school time and others are organised outside the school day. The Governors are eager to support such activities and very much hope school trips will continue in the future.

In formulating this policy, the Governing Body has outlined areas below which are covered in the Policy of the Local Authority, together with other areas where the need for charging exists under the terms of the legislation.

1. The Local Authority accepts that in Camden, there has always been a tradition of schools organising trips for pupils, but ultimately the decision as to whether or not such trips are organised falls to Head Teacher and Governors.
2. A charge will be made to parents for the cost of board and lodging on all residential trips both in and out of school. For those children who are eligible for FSM will be asked to make a contribution but will be supplemented from the Pupil premium Funding. It should not be the case that a child is not able to attend an educational visit or residential due to hardship.
3. It is clear that most of the valuable educational visits (such as visits to museums, theatres and galleries) will fall within the scope of the Act and will be not chargeable. Therefore the Head Teacher and Governing Body have resolved that all parents will be invited to make a voluntary contribution (to include travel and other charges) to cover the costs of such visits. If there is insufficient parental contribution to trips, the Head Teacher may cancel a planned trip.
4. There will be a charge for music tuition within school hours, except where a class teacher teaches a group. If music is part of the National Curriculum parents cannot be charged.
5. A voluntary contribution will be requested to cover the costs where ingredients or materials (not supplied by parents) are required for areas of the curriculum where it is anticipated they will be used to make an end product to be taken home or consumed by the pupil in the school.
6. Wilful damage, or loss of school property by pupils is chargeable under the Act. The school will attempt to recover the cost of repair or replacement of damaged or lost property from parents of offending pupils.
7. Charges will be made to cover the cost of all education outside normal school hours, except where:
  - a. It is provided to fulfil the statutory duties relating to the National Curriculum.
  - b. It fulfils statutory duties relating to religious education.
8. Charges can be levied for certain 'Optional Extras' out of school hours. Where applicable, the Governing Body will levy appropriate charges for these activities on parents and carers for such items as:
  - a. Pupils' travel costs
  - b. Pupils' board and lodging
  - c. Materials, books, instruments and other equipment
  - d. Non-teaching staff costs
  - e. Teaching staff costs, including board and lodging, where staff are specifically engaged for the purpose of providing the chargeable activity
  - f. Extra curricular clubs.

Throughout this policy document, reference is made to charging, voluntary contributions, recovery of monies and remittances. The administration, collection and recording of such monies will be undertaken by the school bursar following the guidelines set by the Borough Auditor.

The Charging and Remissions Policy may be revised at any time by the Governing Body within the framework of the 1988 Education Reform Act.

**September 2015**

**July 2018**