

# *Primrose Hill Primary School*



## **Charging and Remissions Policy**

June 2020

Review date: September 2021

# *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 Board 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.

**The DFE published a document ‘charging for school activities’ in 2014. It states:**

### **Education School governing bodies and local authorities, cannot charge for:**

- an admission application to any state funded school - paragraph 1.9 (n) of the ‘School Admissions Code 2012’ rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil’s parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

### **Schools and local authorities can charge for:**

- any materials, books, instruments, or equipment, where the child’s parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances (see page 6);
- certain early years provision;
- community facilities

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 Board 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 Board 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 Board within the framework of the 1988 Education Reform Act.

**June 2020**

**Review July 2021**