

Menston Primary School



Charging and Remissions Policy (Statutory)

Menston Primary School
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Approved by the Governing Body Finance and General Purpose Committee April 2018
Date to be reviewed by the Finance and Premises Committee March 2020

Where reference is made to families in receipt of income support, this would include those children for whom the school receives Pupil Premium,

1 Education during school hours

- 1.1 Any activity required to fulfil a statutory duty relating to the National Curriculum cannot be charged for, except for the board and lodging element of residential trips. There is a charge for the residential trips in years 3, 4, 5 & 6, since these are additional curriculum activities and not part of the National Curriculum. Remission from board and lodging charges is available to families in receipt of income support, on production of proof of eligibility. Families in need of such support will be seen by the Parental Involvement Worker in the strictest of confidence.
- 1.2 Any activity wholly or mainly in school hours, other than the above, is similarly available free of charge to those in receipt of income support. Voluntary contributions towards the cost of the activity may be invited and the school reserves the right to cancel the activity if insufficient funds are available.
- 1.3 In certain circumstances, the provision of a trip in school time may be entrusted to a 'third party', for example a tour operator. The school will be responsible for advising parents and carers on the adequacy of the arrangements made by the third party to secure the safety and welfare of the children. In these cases, a charge can be levied directly on the parents by the third party.
- 1.4 A charge can be made for tuition, where the tuition is provided either individually or in a group, other than as part of the statutory syllabus.
- 1.5 Parents cannot be required to supply any books, materials or other equipment for use in school hours, but parents are invited to assist with the provision of the basic items listed in the school prospectus.
- 1.6 On a voluntary basis, parents may contribute to the cost of ingredients and consumables. This assumes that parents will own the finished product.
- 1.7 If parents choose that pupils will take music examinations, they will be responsible for any associated costs incurred.
- 1.8 Any charges made will not exceed the actual cost of providing the activity for an individual child. No element of subsidy will be included to cover the costs for pupils whose parents are unwilling, or unable, to pay full charges.
- 1.9 Should a child be absent from school on the day of a visit, a refund will be considered, if requested, if no costs have been incurred. This may mean that a partial refund may be given.

2 Education outside school hours

- 2.1 Any activity required specifically to fulfil statutory requirements relating to the National Curriculum cannot be charged for, except for the board and lodging element of residential trips. There is a charge for the residential trips in years 3, 4, 5 & 6, since these are additional curriculum activities and not part of the National Curriculum. Remission from board and lodging charges is available to families in receipt of income support, on production of proof of eligibility.
- 2.2 Charges may be made for out-of-school trips on the basis of parental willingness to pay for these 'optional extras'. No remission is available for these trips.

3 Breakages and Damages

- 3.1 The Governing Body are entitled to require parents to pay for the cost or damage caused by the pupil's behaviour. This also applies to lost or stolen property.

4 Wording for Letters in relation to educational visits

- 4.1 The following wording can be used for communication with parents.
'The cost of the visit is £____. This includes £_____ (coach, entry and insurance). We are asking parents and carers for a contribution of £_____ (cheques made payable to Menston Primary School). If insufficient contributions are received then the trip will be unable to proceed. Any family in receipt of Income Support or who may have difficulty contributing are asked to speak to the Parental Involvement Worker or Headteacher in the strictest confidence.'

5 Music tuition

- 5.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 5.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. Bradford Council Music Service make a charge for these lessons, but parents in receipt of Income Support are eligible for exemption from payment. We give parents information about additional music tuition at the start of each academic year.

6 Swimming

- 6.1 The school organises swimming lessons for all children in Year 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents to cover some of the cost of transport. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

7 Voluntary Contributions

- 7.1 Voluntary contributions can be requested for any of the school's activities. The school must make it clear that there is no obligation to make a contribution and that no pupil whose parents do not make a contribution will be treated differently on this account.

7.2 If there are criteria for selecting a number of pupils, e.g. limited number of places available, the criteria will be published and the matter of whether a contribution has been sent will not arise.

7.3 Any relevant letter to parents, regarding any activity, may say that the activity may not take place if insufficient contributions are received.

8 Extra curricular Clubs

8.1 Where outside providers offer extra-curricular clubs on the school premises, charges may apply. These charges will include both tuition and administration.

9 Care Club

9.1 Menston Primary School Before and After School Care Club has its own Charging and Remissions Policy, a copy of which can be obtained from the Care Club Manager

This procedure will be reviewed when updated legislation or guidance is issued by the DfES, LEA, Education Bradford or another significant organisation.