

## **DURLEY CE (Controlled) PRIMARY SCHOOL**

### **Policy for Charging and Remissions Agreed September 2016**

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means. We will do our best to provide a good range of visits and activities for all pupils and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The school's charging policy is in line with the regulations set out in the 1996 Education Act. This allows the school to make a charge for board and lodging on residential visits, costs associated with individual or group musical tuition and activities which take place wholly or mainly outside school hours. This charge will cover the full cost of the activity in question in respect of all pupils.

#### **Charges will be made for the following areas of activity.**

1. Board and lodging on residential visits.
2. Costs associated with individual tuition in the playing of musical instruments whether in or out of school activities, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.
3. Activities which take place wholly or mainly outside school hours, which are not provided as part of the syllabus for a public exam and are not required to fulfil statutory duties related to the National Curriculum or to Religious Education.

Voluntary payment is requested for activities that incur costs for the school e.g. class visits, theatre visits to and by school, cooking and design where the finished product is taken home, etc. Requests to the parents are made by letter at the time of the activity. Parents are not obliged to make these payments, however, if enough contributions are not made the proposed activity will be cancelled.

#### **Exceptions**

Pupils entitled to free school meals or whose family receives Job Seekers allowance, Income Support or Family Credit are not charged.

At the discretion of the Headteacher exception to this will be:-

In cases of known hardship, the school will pay part or all of the cost in respect of individual students. This money will be met either from the school budget or other funds available to the school e.g. Pupil Premium (from April 2011).

#### **Additional considerations**

The governing body will adhere to the following guidelines in order to minimise any unnecessary burden on family finances.

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- Have a system for parents to pay in instalments for residential trips.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

### **Other Charges**

The Governing Body has determined:

1. To charge the statutory maximum fee in respect of a request made under the Data Protection Act 1998.
2. To charge a fee not exceeding the cost of supply in respect of a request made under the Education (Pupil Information) (England) Regulations 2000.
3. To charge a fee, in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000.

The school has the right to require payment for any items of school property lost or damaged as a result of careless or needless behaviour, including damage to books, equipment and furniture etc.