

BUTTERWICK PINCHBECK'S ENDOWED CHURCH OF ENGLAND PRIMARY SCHOOL



CHARGING AND REMISSIONS POLICY

Date Agreed: November 2016
Date to be Reviewed: November 2018

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Charging and Remissions Policy

The School's Charging Policy forms part of its Finance Policy and applies in conjunction with it.

Introduction:

The purpose of this policy is to ensure that there is clarity over those items which Butterwick Pinchbeck's Endowed Primary School will provide free of charge, and those items for which there may be a charge.

Definition:

The school day is defined as 8.55 am until 12 noon, and 1.05 pm until 3.15 pm. The midday break does not form part of the school day.

Objectives:

The objectives of the charging provisions outlined in the Education Reform Act 1996 are summarised as follows.

- to maintain the right to a free school education;
- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parent's ability or willingness to meet the costs;
- to emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give the LEA, and schools, the discretion to charge for optional activities provided wholly or mainly out of school hours;
- to confirm the right of the LEA, and schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

The basic principle is that education provided by our school should be free if it takes place wholly or mainly during school hours. (The lunch hour is not considered to fall within school hours.)

Day Visits/Trips and Other Activities:

1. Parents/Carers may be invited to make a voluntary contribution towards the cost of a visit, or an activity e.g. swimming.
2. Requests for voluntary contributions will make it clear that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents/carers have agreed to the request. This will be made clear in the correspondence to the parents/carers.
3. If the visit or activity is mainly within school time (i.e. 50% or more) no child will be excluded because their parents/carers have not contributed.
4. The charges made to parents/carers will not exceed the actual cost of the activity or visit.
5. Parents/Carers wishing to make a voluntary contribution over and above the cost will be allowed to do so.
6. Parents/Carers will be informed in the correspondence that if insufficient voluntary contributions are available then the visit/activity may not take place.
7. Residential trips organised by the school which are mainly outside school time (50% or more) and not related to a statutory curriculum purpose, will be considered as an optional extra and the school may charge for participation.

Charging Parents for Loss or Damage to School Property:

If the Headteacher and/or Governors feel it would be appropriate, Parents of a pupil who damages or loses any item of school property or equipment may be liable for the cost of repair or replacement of such items.

Charging Parents who Assist on School Visits.

Parents/Carers assisting on school visits and activities will not be charged.

Residential Trips:

The same criteria will apply to residential visits as applies to other visits, trips and activities. The Governors at their discretion may waive the obligatory board and lodging contribution on the residential visits, these costs being met by the Pinchbeck Trust. The criteria for board and lodging to be waived are the same as those required for Free School Meals.

General:

Under no circumstances will the School accept money from the parents/carers of a child with special educational needs to help provide for their child's support/education.

This Policy will be reviewed annually.

Appendix A – Example of Swimming letter asking for a voluntary contribution.

Appendix A

SWIMMING

Y3 and Y6 will be swimming on a Friday, commencing **Friday, 10 January**. They can swim if they have a verruca as long as they wear a verruca sock. Children at school on Fridays are normally expected to take part in weekly swimming lessons which are part of the National Curriculum. However, if there is a specific injury or your doctor has advised against swimming then please let us know. Coughs and colds are rather a 'grey' area. For most children a cough or cold does not usually mean they should miss swimming. However, if you feel a cough or cold is so severe that swimming is inadvisable then it may be better to keep your child at home until they are fully fit.

We would like to ask for a voluntary contribution of **£2.00** per week towards the cost of swimming and transport. The school will also continue to subsidise swimming and other sporting activities. Could you please send this amount with your child on a Friday morning.

It would be appreciated if you could complete and return the form below and return to school by **Thursday, 19 December**.

CHILD'S NAME

CLASS

- Is your child able to swim without any buoyancy aids? YES/NO
 - What distance can your child swim?metres
(Please underestimate rather than overestimate!)
1. I consent to my child taking part in swimming lessons and to receiving any emergency medical treatment that may be required.
 2. I confirm that my child is in good health and I consider him/her fit to participate.

SIGNEDParent/Carer

DATE