

St Andrew's C of E Primary School

This policy has been compiled in line with Sections 449-462 of the Education Act (1996) which sets out the law on charging for school activities in school maintained by local authorities and guidance issued by the DFE dated November 2013.

We will inform parents on low incomes and in receipt of benefits listed below of the support available to them when being asked for contributions towards the cost of school visits:

- Income Support.
- Universal Credit in prescribed circumstances
- Income Based Jobseekers Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial year 2015/2016).
- The guarantee element of State Pension Credit.
- An income related employment and support allowance that was introduced on 27 October 2008.

1.1 Voluntary Contributions and day visits

There is no obligation on parents to make voluntary contributions. However if the activity cannot be funded without voluntary contributions this will be communicated to parents in writing at the outset. If in the event the contributions are not enough to cover the event/trip the school reserves the right to cancel it. No child will be excluded from an activity simply because a parent is unable or unwilling to pay. If insufficient voluntary contributions are raised to fund a visit, it will be cancelled.

1.2 Residential Visits

Charges will be made for board and lodging and charges but these will not exceed the actual cost. We will inform parents about forthcoming visits and that if parents are in receipt of benefits listed earlier in this policy that they will be entitled to remission.

1.3 Music Tuition

The School levies charges in respect of music tuition.

1.4 Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

1.5 Damage/Loss to Property

A charge will be levied in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of willful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

1.6 Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

1.7 Nursery Fees

It is possible for children to stay for lunch and additional sessions each day in the Nursery. There is a set charge for those sessions and they will be invoiced in advance each term and the balance must be settled by the end of that term. Nonpayment of your Nursery fees may result in your child losing their non-funded allocation. The additional Nursery fees are not subject to any reduction.

1.8 Miscellaneous Charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report. If parents have issues concerning any charges levied this must be communicated in writing to the Chair of Governors or Head teacher for consideration.

2 REMISSIONS POLICY

- 2.1 If the parent/guardian of a pupil is in receipt of Income Support, Universal credit in prescribed circumstances, Income Based Jobseekers Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial year 2015/2016), the guarantee element of State Pension Credit or an income related employment and support allowance that was introduced on 27 October 2008.
- 2.2 The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- 2.3 The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity if it feels it is reasonable in the circumstances.

3 TABLE OF CHARGES (Example)

| ACTIVITY | CHARGE | COST | REMISSION AVAILABLE |
|------------------------------------|---------------|----------------|----------------------------|
| Residential trip | Yes | At cost | Yes |
| Day trips | Yes | At cost | Yes |
| Music tuition | Yes | At cost | Yes |
| After school activity clubs | Yes | At cost | Yes |

Signed:

Date: September 2015

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