



Seamer and Irton CP School

Charging and Remissions Policy



Policy name	Charging and Remissions Policy
Frequency of review	Annual
Governor lead	Helen Mallory
Lead member of staff	Robert Webb
Reviewed on	January 2024
Reviewed by	Governing Board
Next review	January 2025

Aims of the policy

Seamer & Irton CP School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independently of their parents'/carers' financial means. This charging and remissions policy describes how we will do our best to ensure a range of high-quality visits, activities and experiences are offered and, at the same time, try to minimise the financial barriers which may otherwise prevent some pupils taking full advantage of such opportunities.

Rationale

Sections 449 to 462 of the Education Act (1996) requires all schools to have a policy on charging and remissions for school activities, This legislation may be viewed at http://www.opsi.gov.uk/acts/acts1996/ukpga_19960056_en_28

Items for which no charges will be made:

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
2. 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.
3. Tuition for pupils learning to play musical instruments if the tuition is required as 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.
4. Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
5. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.
6. Transporting registered pupils
 - to or from the school premises, where the local education authority has a statutory obligation to provide transport;
 - to other premises where the governing body or local education authority has arranged for pupils to be educated;
 - to enable them to meet an examination requirement when they have been prepared for that examination at the school; and

- in connection with an educational visit.

Items for which charges will be made:

Within School Hours

Educational visits and activities – voluntary contributions

When organising educational visits or activities, which enrich the curriculum and the experience of pupils, the school invites the parent/carer to make a voluntary contribution towards the cost of the visit or activity. Although not an exhaustive list; these activities may include visits to museums, galleries and the theatre as well as sporting activities.

If the school does not receive sufficient voluntary contributions, we may need to cancel the visit or activity. When a visit or activity does go ahead it may include pupils whose parents/carers have not paid any contribution. We may not, by law, exclude these pupils and indeed would not wish to treat them differently from others.

Swimming

The costs of providing swimming tuition in the local public pools, including transport, hire of the pool and provision of instructors, will be reviewed on an annual basis. The school will provide some funds to support this activity to ensure all pupils' educational requirements for swimming will be met.

Music

All pupils study music as part of the normal school curriculum for which no charge is made. In addition, several music groups run during the school day, at lunchtime or after school for which no charge is made (e.g. recorder groups, Choir). The governors do, however, reserve the right to charge for these activities as "optional extras" if they occur outside school hours and are not part of the National Curriculum.

Peripatetic music teachers teach individual or group lessons for which a charge is made. There is some remission of fees for those families in receipt of certain state benefits. Information about additional music tuition is available on the school website.

Craft/Technology Activities

All pupils have the opportunity within the school curriculum of taking part in activities such as craft and technology. The governing body reserves the right to charge for ingredients and materials at cost when they are not provided by the parents/carers.

Not Within School Hours

Residential Visits

Charges will be made for the cost of the visit (Board and lodging, travel costs, entrance fees etc). Families are invited to pay in instalments over several months or in one single payment. Any parent/carer who refuses or is unable to meet the charge should not expect their child to be included. Any parent/carer unable to meet the cost is invited to apply for a remission, please refer to Appendix 1.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity. It will not, therefore, include an element of subsidy for any other pupil.

Charges made by external providers of activities are the responsibility of those providers and consequently not covered by this Policy.

Other Charges

Additional Text Books and Study Materials

From time to time recommendations may be made regarding additional text books, equipment and study materials which could enhance a pupil's learning. In these circumstances it is the parent/carer's choice to purchase and therefore the charge will be met in full by the parent/carer. Any such charge will be equal to the cost price of the item concerned to the school.

Lost or Damaged Items of School Property

Parents/carers may be asked to make a contribution towards replacing damaged school property caused wilfully or negligently by their child/ren. This may include window breakage and removal of graffiti. A charge to cover the cost of replacement may also be made for lost or damaged items of school property, including library books/text books.

School Uniform

Seamer & Irton CP School uses a clothing supplier who provides quality school wear at affordable prices. In exceptional circumstances the LA has discretionary power to provide assistance towards the purchase cost.

School Meals

Parents/carers whose child takes a school lunch must pay the relevant cost stated by the schools catering supplier. Pupils may be eligible for free school meals. Application forms available from the school office and website.

Hire of the school premises

Governors wish to encourage community use of the school's facilities when they are not required for school use. Details of the facilities available, the Terms and Conditions of Hire and the scale of charges may be found by contacting the head teacher.

Miscellaneous Charges

Letting of rooms / site School Hall – at the discretion of the Headteacher and School Business Manager

Any additional charges or caretaking work will be charged to the individual organisation as required.

Photocopier charges 5p per copy

Telephone charges 30p per call

Reimbursement of costs incurred by staff and governors

Where staff and governors incur additional costs in order to fulfil their role and duties, they may request to be reimbursed for mileage costs (if directed to attend another site greater in distance than Seamer and Irton CP School), postage and purchase of necessary resources (where these cannot be provided by school). In all cases, a request for reimbursement must be made with an accompanying claim form (available from the school office) and must also be accompanied by appropriate receipts and/or copies of invoices. Reimbursement will be made via bank transfer.

Appendix 1 – Application Form for the Remission of Charges

Seamer and Irton CP School Denison Avenue Seamer Scarborough North Yorkshire YO12 4QX	APPLICATION FORM FOR REMISSION OF CHARGES 01723 863489
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To apply for a remission of a charge a parent/carer should complete this form with the following information.

Family name of Parent/Carer	Mr/Mrs/Miss/Ms/Dr/
Forename/s	Relationship to pupil
Full Postal Address	
Postcode	Phone No. Mobile No.

Please give details below of each dependant child who is in full-time attendance at the school for whom you wish to apply for remission

Full Names of Child/ren	M/F	Date/s of birth	Class/es

Name of Activity	Date of Activity
Please state the reason(s) why you are requesting remission:	

I wish to apply for remission of charges for the educational activity detailed above

Signature of Applicant Date

Please return the completed form to the school office in an envelope addressed to the Headteacher and marked confidential.

For School use only

Remission Approved	Yes / No	Reason
Signed by		
Position		
Date		