



Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Linked Policies

- Inclusion
- Equal Opportunities
- Disability and Equality
- Educational visits

Aims

This policy explains what Kelsey primary school will provide free of charge for all its pupils and in what circumstances parents / guardians may be asked to make a financial contribution or a voluntary donation.

Legal Framework

- The 2002 Education Act and any amendments or updates.
- The 1996 Education Act and any amendments or updates.
- In some situations these may be relevant to our charging policy and its application.

Statement of Policy

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

Charging and Remission Policy – Kelsey Primary School

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging, insurance and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence to the headteacher. Parents will also be given the option of a payment plan to spread the costs of the residential visit.

Music tuition

- All children study music as part of the normal school curriculum. We do not charge for this.
- There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. If parents are experiencing financial difficulty, they are invited to write in confidence to the headteacher. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for all children in Years one to six. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do charge for the cost of transport and insurance. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

Charging in Kind

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology, art or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

Charging and Remission Policy – Kelsey Primary School

After school clubs

- Where after school clubs are provided by a third party a charge may be made.
- After school clubs run by Kelsey primary school may make a charge in order to pay for consumable resources. However, such clubs will not normally be charged for.

Out of School Club (on-site childcare before and after school hours)

- Kelsey primary school will charge for this provision.
- Details are available on request from the school office.

Breakages and Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour.

Special Needs

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

Review

- There will be a review of this policy by the full governing body, every two years.
- Charges will be reviewed each year in July, ready for a September start. Increases that are in line with inflation or below 5% of the total cost need not be approved by governors.

See addendum below – for scale of charges

Policy Information:

Date adopted by the governing body:

May 2012

Policy Written by:

Magnus Smedley (Headteacher)

Policy Review Date:

July 2018

Signed:

Chair of governors:

Headteacher:

Charging and Remission Policy – Kelsey Primary School

Addendum (this information is correct for the 2013 – 2014 school year)

Charges:

Guitar lessons – these take place in school time on a Friday morning between 9 am and 11 am. Lessons usually last for 20 minutes and are shared between 2 or 3 children. Lessons cost £3.30 per week. LOW INCOME GROUPS (These are the same criteria as used for free school meal eligibility). Parents/carers will be charged 25% of the cost of the regular charge which equates to a cost of £0.82 per week.

- Income Support
 - Income based Job Seekers Allowance (not Contributions Based)
 - Guarantee Element of State Pension Credit
 - Child Tax Credit (with an income of less than £16,190 as of April 2010)
 - Support under part VI of the Immigration & Asylum Act 1999
- (If you are in receipt of Working Tax Credit you are NOT eligible to claim free school meals)*

Music lessons – clarinet, flute and piano lessons are available through the Lincolnshire Music Service and take place in school time on a Friday morning between 11 am and 1 pm. Lessons usually last for 15 minutes and are individual. Lessons cost £8.15 per week.

For music lessons, schools can also claim, on behalf of parents, a sibling discount which from September 2009 will be 25% remission. (If a child is also entitled to free school meals, only the higher level of remission will apply so there is a maximum remission of 75% for each and every child.) Each child must be in receipt of instrumental tuition through the music service in order to qualify for remission. Child 1 is classed as the eldest sibling in the family regardless of school. CHILD 1 – FULL COST; CHILD 2 – 25% REMISSION; CHILD 3 – 25% REMISSION; CHILD 4 – 25% REMISSION. LOW INCOME GROUPS [These are the same criteria as used for free school meal eligibility] Schools will be able to claim back 75% of the hourly charge from the Music Service for those pupils whose parents/guardians are entitled to the following :-

- Income Support
 - Income based Job Seekers Allowance (not Contributions Based)
 - Guarantee Element of State Pension Credit
 - Child Tax Credit (with an income of less than £16,190 as of April 2010)
 - Support under part VI of the Immigration & Asylum Act 1999
- (If you are in receipt of Working Tax Credit you are NOT eligible to claim free school meals)*

Swimming lessons – these take place on a Friday afternoon. The cost is £3.40 per child per week. Parental contributions are on a voluntary basis however those children who are entitled to Free School Meals are not required to pay for swimming lessons – the cost of these will be borne by the school.