

## NEW PASTURES PRIMARY SCHOOL CHARGES AND REMISSIONS POLICY

### INTRODUCTION

The Head Teacher and Governing Body of New Pastures Primary School recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, some of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

### STATEMENT

The policy complies with the requirements of the Education Act 1996

Where 'parent' is referred to this will include adults with a responsibility for the pupil.

We aim:-

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

### Legislation - Educational During School Hours

The DfE in its guidance to School Governors states that "education provided during school hours must be free. The definition of "education" includes "materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity." It goes on to advise that "although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)". When additional costs are incurred by New Pastures Primary School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. No pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind. However if there are not enough contributions received then the activity may not go ahead.

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

- visits to museums or art galleries;
- sporting activities which require transport expenses;
- outdoor adventure activities;

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- visits to or by a theatre company;
- musical events;
- after school activities that require additional resources i.e. Healthy Eating, Art, ICT etc.

### **Education Outside School Hours**

The DfE in its guidance to School Governors states that “Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay”. The Education Reform Act 1988 described activities, which can be charged for as “optional extras”.

### **Remissions**

To ensure that access to activities reflects intentions, New Pastures Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access.

This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

### **Data Protection of pupils and families.**

Teachers will ensure that these children are not publicly identified and stigmatised.

### **CONTRIBUTIONS**

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity. If sufficient contributions are not received the activity may be cancelled.

### **Charges:**

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day
- After school and pre-school clubs
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.
- Damage to school books or equipment
- Ingredients or Materials for Practical Subjects

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- The Governing Body may charge for products made during curriculum time. For example, a child may design and make something that uses batteries and bulbs through a design and technology project. If the child wishes to take it home there may be a small cost.

### **Lost School Equipment, Books etc**

Parents will be expected to replace or pay for the cost of lost items of School property.

### **Breakages and Damage to School Buildings, Furniture or Property**

Parents will be charged for damage caused as a result of a pupil's behaviour.

New Pastures Primary School will follow the relevant legislation as contained in the Education Reform Act 1988: Section 106 - 111, 117, and 118. The guidance is contained in the DCSF circular 2/89: Charges for School Activities).

### **Photocopying**

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 10p per sheet and 20p for any colour printing.

### **Private fees**

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. Mid year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.