

WHITEFIELD PRIMARY SCHOOL

Charges, Voluntary Contributions and Remissions Policy



Reviewed: September 2020	Updated to include reference to charges for: board and lodging and applicable benefits
Reviewed September 2021	No changes MB

CHARGES, VOLUNTARY CONTRIBUTIONS AND REMISSIONS POLICY

We are aware that under the Education Reform Act 1988 that no charge can be made for education in school hours and that every child has the right to receive free school education.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents when organising educational visits which will enrich the curriculum and the educational experiences of children.

We wish to work closely with **the Children's Committee** and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aims

- To outline what the school can and cannot charge for.
- To outline the school policy for voluntary contributions and remissions.
- To work with other schools in order to share good practice in order to improve this policy.

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Head teacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents;

- nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- monitor the effectiveness of this policy;
- report to the Governing Body on the success and development of this policy

This policy has been developed with reference to guidelines from the DFE found here. <https://www.gov.uk/government/publications/charging-for-school-activities>

Conditions when charges cannot be made

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- part of a syllabus for an agreed examination for a pupil;
- for statutory religious education;
- for musical tuition as part of the National Curriculum;
- for education provided on any educational visit during the school day;
- for education provided on any educational visit outside school hours;
- for the cost of supply teachers substituting for absent teachers on residential visits with pupils;
- for the entry to public examination which is on the prescribed list;
- examination re-sits

Charges for transport cannot be made when:

- transporting pupils to or from the school premises;
- transporting pupils to other premises where arrangements have been

made for them to be educated;

- a pupil needs to sit an examination;
- an educational visit has been planned

Conditions when charges can be made

Charges can be made when:

- a parent/carer wishes their child to own any specific materials, books, instruments or equipment;
- property or equipment has been damaged as a result of a pupil's behaviour
- a request is made for additional copies of previously provided written reports or copies of confidential files are requested by a parent/carer.
- Where a school activity requires pupils to spend nights away from home, the school is allowed to make a charge for board and lodging. This is with the exception of pupils whose parents are in receipt of certain benefits. The list of benefits to which this applies can be found here. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The head teacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

Voluntary contributions

A contribution may be requested:

- optional extra activities if parents are willing to accept a charge for the costs;
- an activity that takes place outside school hours;
- any activity provided they do not exceed the actual cost of the activity;
- any materials, books, instruments, equipment or tuition fees for providing education that is not part of the National Curriculum or of a syllabus of a prescribed examination or part of religious education;
- the cost of board and lodging on a residential visit;
- transport provided for any activity and school trips;
- musical tuition that is not part of the National Curriculum

Support for Parents/Carers

The Governing Body will:

- support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;

Voluntary Contributions

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost;
 - that there is no obligation on them to make voluntary contributions;
 - that an educational visit or activity will be cancelled if sufficient costs

are not raised via voluntary contributions;

- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay