

## Charging and Remissions Policy Appendix E

### *Charges for School Activities*

Legislation allows schools to charge for certain activities, which take place both inside and outside school hours.

These are the activities and materials for which you may be charged.

- Music tuition: Individual and small group tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum.
- Ingredients and materials: Ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

### *Voluntary contributions*

The school invites parents to contribute to the cost of school trips or visits that enrich the curriculum and the educational experience of the children. All contributions are voluntary however if we do not receive sufficient contributions, we may cancel a trip. A trip that takes place may include some children whose parents have not paid any contribution. These children are not treated differently from any others.

The following are examples of the additional activities that may be organised by the school which require voluntary contributions from parents. These activities are known as optional extras.

- Visits to museums
  - Activities that involve transport expenses.
  - Outdoor adventure activities,
  - Visits to farm and wildlife parks.
  - Visits to the theatre
  - Musical events.
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## *Activities outside school hours*

A charge may be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge could include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours.

A residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges may be made as described above.

Remission of charges.

Parents who are in receipt of the following benefits may be eligible for some remission of charges:

- Income Support,
- Disabled Person's Tax Credit,
- Income Based Job Seekers Allowance,
- Guaranteed Pension Credit
- Support under Part VI of the Immigration and Asylum Act
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and their total income, as assessed by Revenue and Customs, is less than the current published amount. The school office can tell you what this amount is.

Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the headteacher.

## *Refund Policy*

If a trip has to be cancelled, parental contributions will be refunded. The refund will usually be made by school fund cheque and the recipient will be required to sign a summary sheet on acceptance of the cheque.

If a child is absent through illness the parental contribution may be refunded and signed for provided that this contribution has not already been paid to an outside provider.

If a child is not permitted to attend an activity, any parental contribution will be refunded and signed for.

If the voluntary contributions are in excess of the full cost of the activity, surplus funds are retained in the school fund to support other activities *unless* the amount of the surplus is more than £3 per child attending the trip.

In this circumstance, the surplus will only be refunded to parents who have contributed at least this amount.

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