

Holy Trinity Church of England (Aided) Primary School



INVESTOR IN PEOPLE

Policy Statement

CHARGING AND REMISSIONS POLICY

‘The Best for Every Child’

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of Cookridge Holy Trinity C of E (A) Primary School is responsible for determining the content of this policy and the Headteacher for implementation. The Headteacher and Governing Body will consider any determination with respect to individual parents jointly.

Charges cannot be made for:

The Governing Body of Cookridge Holy Trinity C of E (A) Primary School recognizes that legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- 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.
- 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport provided in connection with an educational trip.

Charges may be made for:

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours (‘optional extras’) to meet the costs for:
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance costs
 - Vocal and musical instrument tuition.
 - Breakages and replacements as a result of damages caused willfully or negligently by pupils
 - Extra-curricular activities and school clubs
 - Any extended school activity
 - Damage/vandalism/loss to and of school property

- Community use/lettings (arrangements for the letting of school premises and charges are contained in the 'Letting Charges Policy')

Remission

Children, whose parents are in receipt of having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- School trips related to enhancing the curriculum;
- Residential trips linked to the National Curriculum
- In school activities and visitors
- Materials for projects where models etc are taken home. Any other trips/activities that may arise over the year not covered by the above

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge.

In addition the following will be made clear to parents:

- The contribution is genuinely voluntary and a parent is under no obligation to pay
- Registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
- Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity may be cancelled.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:

- Cover the cost of a trip including transport to and from the venue and entry into the venue
- Cover the cost of travel for accompanying teachers
- Cover the cost of professional services

School Meals

The Governing Body will determine and publish annually the price to be charged for school meals/milk using the recommended price, as outlined by the Leeds City Council, as a guide.

