

School Charging and Remissions Policy – summary for parents

The school believes in offering a wide range of opportunities for its children, and is very proud of the range of enrichment activities that children are invited to participate in. We feel it is important that all our children are entitled to make the most of these opportunities but we realise that there is a cost involved in many activities and this summary is designed to give parents an easy to understand version of the full Charging and Remissions Policy, which is available from the school office or on the website.

School can not charge for:

- Education provided during school hours
- Education provided outside of school hours if part of the National Curriculum

School can charge for:

- Music tuition
- 'Optional extras'

Music Tuition

- Charges can be made for teaching an individual or small group of children to play a musical instrument or to sing, as long as this is over and beyond the requirements of the National Curriculum.
- *At Longwell Green Primary School all additional instrumental tuition is chargeable.*

'Optional extras'

A charge can be made so that 'Optional extras' can take place, including:

- Education provided outside of school time that is not part of the national curriculum or part of religious education
- Board and lodging for residential visits
- The cost of materials, equipment and additional staff as part of providing the 'optional extra'

Under optional extras, the Governing Body of Longwell Green School will make a charge for board and lodging for residential visits, for the cost of materials, equipment and additional staff for residential visits, as well as allowing the school premises to be used by other organisations to provide before and after school activities that are chargeable.

Participation in any optional extra will be on the basis of parental choice.

Voluntary contributions

In addition to the activities that can be charged for (see above), there is nothing in legislation that prevents a school governing body from asking for voluntary contributions for the benefit of the school or to help provide activities that might not otherwise be possible. The school will make it clear when we are asking for voluntary contributions, and will also make it clear that if enough voluntary contributions are not forthcoming a specified activity will not be able to take place.

No child can be excluded from an activity simply because the family are unwilling or unable to pay. However, if school can not cover the cost of these activities then they will have to be cancelled.

Residential visits

Schools can charge for board and lodging and the charge must not exceed the actual cost.

Parents in receipt of the following benefits are exempt from paying the cost of board and lodging:

- Income support (IS)
- Income based job seekers allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act (1999)
- Child Tax Credit, provided that Working Tax credit is not also received and the family's income does not exceed the specified limit (as set yearly)
- The guarantee element of the State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Transport is non-chargeable but a voluntary contribution may be requested to cover the cost.

Remissions

When a charge is made for an 'Optional extra' eg board and lodging, parents will be informed how the cost has been worked out and who might qualify for help (or remission)- see Residential visits above. Parents who want to apply for a remission of a charge should ask in the office for a waiver form.

Further information:

The school reserves the right to charge for the following:

- Wilful damage to school property
- Use of school facilities eg photocopying/phone
- Completion of applications for passports (£5 charge)
- Costs incurred due to returned parental cheques

- We will aim to send an estimation of the amount to be requested during the year to parents during term 1 each year to help them plan ahead. Please note that this is only an estimate and costs may go up during the year (eg transport costs).

Some examples:

1 An enrichment activity in school eg explorer dome

The cost is calculated, and divided by the total number of children who could participate to work out the cost per child.

A voluntary contribution is requested to help fund the activity that matches the cost per child.

Families not making a contribution do not need to complete a waiver form.

If insufficient funding is collected the activity will be cancelled.

2 A school day visit

The cost of the visit and the transport is calculated, and divided by the total number of children who could participate to work out the cost per child.

A voluntary contribution is requested to help fund the visit that matches the cost per child.

Families not making a contribution do not need to complete a waiver form.

If insufficient funding is collected the visit will be cancelled.

3 Residential visit

For families not entitled to remission of charge:

The cost of the board and lodging is chargeable to all parents.

The cost of the transport is calculated, and divided by the total number of children who could participate to work out the cost per child.

Parents are then asked for a sum equal to the cost of their child's board and lodging and are asked for a voluntary contribution to match the transport cost per child.

Families choosing not to make a contribution towards transport do not need to complete a waiver form.

For families entitled to remission of charge (see above for details):

The cost of board and lodging is waived, but we ask parents to complete a waiver form to request this.

The cost of the transport is calculated, and divided by the total number of children who could participate to work out the cost per child.

Parents are asked for a voluntary contribution to match the transport cost per child.

Families choosing not to make a contribution towards transport do not need to complete a waiver form.

If insufficient contributions are collected the residential visit will be cancelled.

