
CHARGES AND REMISSIONS POLICY

SUMMARY

Charges and remission for pupils

According to the provision of the Education Reform Act, the Governing Body issues this policy statement on charges and remissions.

Summary :

Charges are not allowed for any activity in school, with the following exceptions:

- individual music tuition with parental agreement
- board and lodgings on residential trips (charges at actual cost except in the case of Plas Dol-y-Moch.) The full cost of board and lodging must be remitted for children of parents in receipt of family credit or income support.
- optional extras, that is, those activities which take place mainly or entirely out of school time.
- certain materials, in Food Technology and CDT, for example, where pupils are taking the product home
- examination fees in certain circumstances, for example where the pupil has not been prepared for that examination by the school or where a pupil does not complete examination requirements without good reason.
- examination fees where the candidate has previously failed the examination.
- wilful damage to equipment or materials.

The school may ask, not require parents to make voluntary contributions to such activities as trips in school time. As well as remission for pupils of parents in receipt of family credit or income support, the Governing Body may remit charges for 'optional extras' out of the 'School Fund' established to sustain and encourage such activities.

WHITMORE PARK PRIMARY SCHOOL

STATEMENT OF CHARGES AND REMISSION OF CHARGES

INTRODUCTION

The Governing Body of Whitmore Park Primary School is conscious of the valuable contribution which can be made to children's education by educational activities beyond the school and beyond day to day curriculum. They are required by law to state the circumstances in which they will make charges for such activities and to say when they will exempt particular individuals from those charges.

The following statements on Charging Policy and Remission Policy are intended to fulfil the legal requirements in this respect.

However, it will be recognised that many activities would be put in jeopardy by a shortage of funds unless supported by voluntary financial contribution from parents and by funds raised through the efforts of the school and all associated with it.

The Governing Body have established a fund Whitmore Park Primary school unofficial School Fund" which they intend to use to sustain and encourage activities and they will from time to time invite contributions to this fund.

A. Charging Policy

Having regard to the provisions of the Education Act 1988, the Governors of Whitmore Park Primary School will make the following charges with effect from 1st April 1989 :

1. Board and Lodging on residential visits

A charge will be made for board and lodging for pupils taking part in residential visits whether these are required as part of a prescribed public examination or specifically to fulfil the statutory requirements of the National Curriculum or religious education, or provided as an optional extra.

The charge will be at actual cost except in the case of authorised visits to Plas Dol-y-Moch Outdoor Pursuits Centre where the charges will be in accordance with scales set from time to time by the Coventry City Council.

Coventry City Council will remit these charges in full in the case of pupils whose parents were, at the time of booking the visit, in receipt of family credit or income support.

2. Optional Extras

Optional extras are those activities which take place mainly or entirely out of school hours and which are provided in addition to the school curriculum.

The City Council will not provide financial support for “optional extras” provided by the school and the school is required to ensure that any costs incurred must be fully covered by income generated.

Optional extras provided from time to time by the school include for example evening theatre visits, visits to other countries to enhance language studies, visits to sporting events, visits to musical events, visits to exhibitions, Outdoor Studies trips and residential experience of a variety of kinds.

A charge will be made at actual cost to all participating pupils for optional extras. Such costs could include an appropriate element for :

- (a) a pupil’s travel costs ;
- (b) a pupil’s board and lodging costs ;
- (c) materials, books, instrument and other equipment;
- (d) non teaching staff costs;
- (e) entrance fees to museums, castles, theatres etc. ;
- (f) insurance costs;
- (g) teaching staff specifically engaged for the activity.

The actual cost will be made known to parents before they are asked to agree to their child taking part in the activity and participation of each child will be subject to parents agreeing to meet the charges.

3. Tuition in the playing of a musical instrument

With effect from 1st September 1994 a charge will be made for individual tuition in the playing of a musical instrument where that tuition is not part of the approved curriculum of the school or part of a course authorised by the Chief Education officer and leading to an approved qualification. This charge will be in accordance with the scales laid down from time to time by the Governors of the School.

4. Materials used in school

The school will provide all materials and equipment (but not clothing) required for purposes of the curriculum. Essential protective clothing for example safety goggles will be provided by the school. In the case of CDT and Food Technology, a charge may be made for, or parents may be required to supply ingredients and materials if parents wish their child to take the product home. The charge in such cases will be not more than the actual cost of the materials and will be declared in advance to parents.

A charge may be made, at the discretion of the Head Teacher, for any wilful damage to equipment or materials, or for any loss of such equipment or materials when these have been placed in a pupils care.

5. **Public Examinations.**

A list of prescribed public examinations is available at the school for inspection if required.

A charge covering the cost of entry will be made where the governors agree to enter a pupil for a prescribed public examination for which he or she has not been prepared by the school, for example where a pupil has received private tuition for the examination as in re-sitting an exam for which no additional preparation has been given since the first examination.

A charge will be made covering the entry fee where a pupil with parental agreement is entered for a public examination other than one on the prescribed list.

A charge will be made, covering incidental costs associated with preparing a pupil for a non-prescribed examination of the preparation takes place outside school hours. This charge will include teaching staff costs where the teacher has been specifically engaged to supply this optional extra.

A charge will be made covering the examination entry fee if the pupil without good reason fails to complete the examination requirements for any public examination for which the Governing Body or LEA has paid or is liable to pay. Failure in this context, meaning not completing course work or not sitting a final examination(s). Good reason in this context will normally mean either a doctors letter in support of health related problems or satisfactory parental and / or other written testimony in other cases.

A charge will be made covering the examination body's charge, where a parent asks for examination results to be rescrutinised by the examination body.

B. Remission of charges

Having regard to the provision of the Education Act 1988 and the policies of Coventry City Council the Governors of Whitmore Park Primary School will from 1 April 1989, remit charges in the following circumstances :

1. Board and lodging on residential visits

1.1 Plas Dol-y-moch

Charges will be remitted by Coventry City Council from its budget in respect of board and lodging charges for pupils whose parents are in receipt of Family credit or Income supplement under the terms of the Social Security Act 1986.

1.2 Other residential visits deemed to take place during school hours or provided as part of a prescribed public examination or in order to fulfil statutory requirements relating to the National Curriculum or religious Education.

Charges will be wholly remitted by the Governing Body from the School Funds in respect of board and lodging charges for pupils whose parents are in receipt of Family Credit or Income Supplement under the terms of the Social Security Act 1986.

2. Optional Extras

The Governing Body may at its discretion remit charges in respect of individual pupils or groups of pupils to enable them to take part in activities which are classed as “optional extras”. Such remission will be granted in whole or in part having regard to the recommendation of the Head of the School and will be financed from the Whitmore Park Primary Unofficial School Fund.

SCHOOL SUMMARY OF PERMISSIBLE CHARGES FOR SCHOOL ACTIVITIES FROM 1 April 1989

Type of Activity	Mainly or entirely in school hours		Optional Extras * Mainly or entirely out of school hours	
	Charges	Remissions	Charges	Remissions
Visits; Travel, entry fees etc	No charge (Financed by voluntary contributions and / or school fund)	Not applicable	Charge (not to exceed actual cost) e.g. evening theatre visits, school holiday excursions, weekend visits	By the discretion of the governors
Board and lodging on residential visits	Charge (not to exceed actual cost)	No charge to parents in receipt of Family Credit or Income Supplement. Governors must be able to meet these costs.	Charge (not to exceed actual cost)	By the discretion of the Governors
		The education committee will remit charge for board and lodging to parents in receipt of Family Credit or Income Supplement in the case of visits to Plas Dol-y-moch.		
Music Tuition	Charge for individual tuition which is not part of approved curriculum	By the discretion of the Governors	*Where activities outside school hours are an essential part of the curriculum these are not classified as ‘optional extras’ and no charge may be made.	
Materials E.g. Craft and Food Technology	Charge (not to exceed actual cost) if parents wish their child to take the product home	By the discretion of the Governors		