

**CHARGING AND REMISSION POLICY FOR SCHOOL ACTIVITIES**

**PREAMBLE**

As a general statement, the Authority wishes to remind schools that it is the right of every pupil to receive free school education and that activities offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parents' ability or willingness to help meet the cost. Whilst recognising that legislation provides schools with the discretion to charge for optional extras provided wholly or mainly out of school hours and to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours, the Authority, nevertheless, trusts that schools will not abuse this power and that they will always take particular account of pupils whose families are suffering financial hardship. Schools are expected, in drawing up their own policy statement, to base their decisions on educational grounds and to ensure that any activities which are deemed to take place mainly or wholly in school hours do not disrupt pupils' education.

**POLICY STATEMENT**

The Authority's policy on specific matters relating to charging and remission, which incorporates guidance to schools on certain activities arranged by them, is as follows:-

1 Practical Subjects

Where parents have indicated in writing that they wish to own a finished product, schools may make a charge. The charge shall not exceed the cost of the materials used by the pupil.

2 Transport

Where a pupil travels directly from home to a place of work experience and vice versa, parents can be asked to meet the cost of such travel, except that no charge should be made in respect of pupils whose families are in receipt of Income Support or Family Credit. Where activities of

this sort are organised by the school, the school will be expected to meet the travelling costs of these pupils.

### 3 Optional Extras

A charge may be made for optional extras provided wholly or mainly outside school hours except where such activities are provided:-

- (i) To fulfil any requirements specified in the syllabus for a prescribed public examination.
- (ii) Specifically to fulfil statutory duties relating to the national curriculum.
- (iii) Specifically to fulfil statutory duties relating to Religious Education.

Participation in optional extras will be on the basis of parental choice and prior confirmation in writing is required from the parents that they are willing to pay charges. The charge per head cannot exceed the actual cost of providing the optional extra, divided equally by the number of participating pupils, and may include elements for:-

- (a) A pupil's travel costs.
- (b) A pupil's board and lodging costs.
- (c) Entrance fees to museums, castle, theatres etc.
- (d) Insurance costs.

### 4 Offsite Visits

We feel that educational visits are an essential part of the learning process. Some children's first hand experiences can be limited and it is part of our role to provide children with a broad, rich curriculum. The school's budget and school fund cannot meet the cost of our visits. We often find it necessary to ask parents for a voluntary contribution towards the cost of the visit.

NB No pupil will be excluded from an offsite visit on the grounds of non payment.

5 Breakages

Parents can be asked to pay for the cost of replacing broken toys or damaged books etc, where this is a result of pupils' behaviour.

6 Private Use of School Facilities.

Governors should determine charges for the private use of school facilities by members of staff, for example, private telephone calls, reprographics and faxes. Alternatively, responsibility for determining such charges may be delegated to the Headteacher.

7. Donations

We ask parents/carers for a weekly donation of £1.50 to help cover the cost of entertainment, cooking, special events.

Chair of Governor's \_\_\_\_\_

June 21