

GROVE ROAD PRIMARY SCHOOL

Charging and Remissions Policy



February 2020
(To be Reviewed 2021)

1. Scope

The Governing Body recognises the valuable contribution that the wide range of additional activities, including cultural activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. This is why the Grove Road Enrichment Fund was created to ensure such activities and wider experiences could happen.

Parental Contributions

A parental contribution will be requested each year to donate to the school Enrichment Fund. The fund will also be supplied with funds from the school general account. This fund will then pay for all day trips, activities inside school hours, visitors and events throughout the academic year.

It must always be made clear in letters to parents that there is no obligation to make a contribution and that no pupils whose parents do not make a contribution will be treated differently on this account. However, the letter may also state that if enough contributions are not received then some of the trips and activities may not be able to take place.

Education During School Hours

Parents will be expected to provide suitable clothing for PE and Games. The school will provide essential protective clothing, though parents may be asked to contribute "old shirts" etc, for art lessons. Schools will usually provide ingredients, materials, equipment etc. for practical subjects e.g. cookery, DT etc but parents may be invited to make a voluntary contribution. Parents will be asked to donate towards the cost of the finished product if they express a wish to purchase it.

School Outings

These are all covered by the School Enrichment Fund. No child would be omitted because parents were unwilling to contribute, but if sufficient parents were unwilling to contribute then that activity may not take place.

Residential Trips During School Hours

Charges will be made for board and lodging.

Wherever possible parents will be given time to pay by instalments. The school will record payments on a special card. Signed dated receipts will also be given. Voluntary contributions towards other costs for the trip will be sought, but if sufficient parents were unwilling to contribute then that activity may not take place.

The statutory arrangements for the remission of charges cover parents in receipt of income support, family credit, jobseeker's allowance or disability working allowance.

Those parents must receive full remission of board and lodging charges where the activity takes place out of school hours. There may be other reasons determined by the Governors but, under no circumstances, can the cost of remission be recovered by charging other pupils more. The school might wish to hold fund raising events for the specific purpose of subsidising residential outings.

Residential Trips Organised by a Third Party

The Governing Body would seek further advice on the implications of this section with relation to the responsibilities placed upon parents and teachers for the safety and welfare of the children, and the position of teachers and pupils who undertake these journeys when granted leave of absence.

Optional Extras

The school would continue to see these activities e.g. sewing club, as beneficial and would not charge for the use of materials. However, they would reserve the right to invite contributions should this prove necessary. If parents wish ownership of any finished product than a charge could be made. Any charge made cannot exceed the cost.

Music Tuition

The current policy of charges will continue and be reviewed annually. The school can charge for music tuition because it is either provided individually or in small groups. Parents may also be asked to contribute towards the hire and we ask that they put the hired instruments on their home insurance. Other music lessons that are provided in the classroom are usually free.

Transport

Any transport provided in school hours by the Local Education Authority to carry pupils between the school and the swimming baths is to be provided free.

Breakages, Defacement, Losses and Damage

Parents may be asked to pay for costs where it is the result of pupil's behaviour. e.g. a charge can be made for a lost library book or those books deliberately damaged or defaced. This would be at the discretion of the Headteacher.

The recovery of sums payable will follow the advice from the Local Authority.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Remissions

See also Residential Trips During School Hours

If parents receive income support or family credit special arrangements may be necessary. In the case of residential trips, they cannot be charged for board and lodging. Many parents are willing to pay the full amount. Parents should have it explained to them that in the case of difficulty they should approach the headteacher. The headteacher will judge each case on its merits and explain how the costs are made up and which components they are required to pay. This may also be the case for school meals or external clubs. In these cases, the parents should make an appointment to speak to the headteacher confidentially to discuss a suitable solution.

Money for milk or school dinners should not be paid if one of the following benefits is applicable:

Income Support

Jobseeker Allowance (Income Based)

Child Tax Credit (those whose income does not exceed £13,230)

Asylum Seekers (administered by Civic Centre)

Proof must be seen by the school office (photocopies are not acceptable).

Receipts

Although most payments are made electronically through Parents Pay there are some occasions where a cash payment may be acceptable. All monies paid to the school will be acknowledged by a signed, dated receipt.