

# Halstead CP School

# Charges & Remissions Policy



Reviewed and approved by the Full Governing Body

Patricia Dunmall (Chair of Governors)

Mr Hawkins (Headteacher)

Signed :

Date : 18<sup>th</sup> October 2017

To be reviewed : October 2018

# Halstead Community Primary School

## GENERAL PRINCIPLE

### State Education should be free.

The main guidance in these matters is The Education Act 1996.

#### Exceptions:

1. Music Lessons (in some cases)
2. Board and lodging
3. Finished products
4. Damage to school property
5. Optional extras outside school hours
6. Voluntary contributions

#### 1. MUSIC LESSONS must be free if:

- (a) in a class or group of five or more, or
- (b) it forms part of the syllabus for a prescribed public examination or is required by the National Curriculum.

Otherwise a charge may be made for individual instrumental or vocal tuition.

#### 2. BOARD & LODGING

Where a school activity involves a student in a night away from home, a charge may be made which must not exceed the actual cost of the board and lodging for that student.

#### 3. FINISHED PRODUCTS

Where a parent has indicated in advance a wish to own a finished product made at school, the parent may be required to supply the ingredients or materials or be charged the cost thereof.

#### 4. DAMAGE TO PROPERTY

Nothing in the Act prevents a charge being made to parents for the cost of repair to any property damaged by a student. Wilful damage, or damage caused by misbehaviour, will be so charged.

#### 5. OPTIONAL EXTRAS OUTSIDE SCHOOL HOURS

For activities provided as

- (a) an option
  - (b) wholly or mainly outside school hours
- then some charges may be made.

##### (a) Option

Participation must be on the basis of parents' choice and willingness to meet the charges made.

##### (b) Wholly or mainly outside school hours

Defined by complex rules which differ between activities within one day and residential activities, very approximately, these amount to more than half the time being spent outside the school day for a one day activity or more than half the possible half-days being outside school days for a residential activity.

## Halstead Community Primary School

The charges which may be made include:

- (i) student's travel costs
- (ii) student's board and lodging costs
- (iii) materials, books, instruments and other materials
- (iv) non-teaching staff costs
- (v) entrance fees (museums etc.)
- (vi) insurance costs and
- (vii) costs of engaging teaching staff specifically for this activity, including their travel, board and lodging. (But not the cost of teaching staff already employed by the school **unless** employed to provide individual musical tuition engaged on a separate contract to provide the optional extra.)

### 6. VOLUNTARY CONTRIBUTIONS

Voluntary contributions may be sought from parents in support of any school activity, in or out of school time, residential or not. But contributions must be genuinely voluntary. It is a statutory requirement that the terms of any request make it clear

- (a) that there is no obligation to contribute, and
- (b) that students will not be treated differently according to whether or not their parents have contributed.

It is perfectly proper to make it clear that the activity cannot take place without 100% or nearly 100% support.

There is no limit to the amount of the contribution or to the use which can be made of it. So, for example, it could include an element to pay for accompanying adults, provided that parents are aware of that use when they contribute.

### REMISSIONS

*The Governing Body has delegated the power to remit charges in certain circumstances to the Headteacher. Any of these charges may be remitted in whole or part at the discretion of the Headteacher for those parents in receipt of income support or family credit, or whose income is assessed at the level equivalent to qualify for these benefits. In these circumstances, application should be made directly to the Headteacher at the school, and will be treated in confidence.*