

# Reed First School

## POLICY FOR CHARGING AND REMISSIONS

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

The LEA or governing body may not charge for anything unless they have drawn up a statement of general policy on charging which meets the requirements of the law.

It is the policy of Reed First School to charge for the following areas of activity as permitted under the Education Reform Act 1996. The Governors wish to ensure that all pupils have access to all areas of the school, regardless of the parents' ability to pay

### CHARGING POLICY

- Board and lodging on residential visits
- Costs associated with individual tuition in the playing of a musical instrument within school hours
- Optional extra activities which take place wholly or mainly outside school hours but which are not required in order to fulfil statutory duties relating to the National Curriculum or RE; participation in such activities to be on the basis of parental choice and a willingness to meet such charges as are made e.g. the cost of ingredients and materials.
- Optional extras such as break time drinks.
- In the event of activities during school hours involving the need for payment, eg swimming, voluntary contributions are sought from parents to cover the cost of these activities. No child is excluded from participating in the activity because of non-payment of contribution but it is necessary for a substantial number of parents/carers to contribute before the activity can go ahead.
- When educational visits are being planned a date for payment of voluntary contributions will be set. If all contributions are not received by this date the visit will be cancelled and notice will be posted on the school's noticeboard or in the monthly newsletter.
- Voluntary contributions for swimming made in advance will not be refunded in the event of the child being unable to take part. Parents will be asked to agree to this condition when their child starts Reed First School.

## **REMISSIONS POLICY**

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support;
- Income-based Jobseeker's Allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income, assessed by the Inland Revenue, does not exceed the limit defined by the inland Revenue
- Guaranteed Pension Credit

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

- The Authority operates a remission policy in relation to individual tuition in the playing of a musical instrument.

## **REFUNDS POLICY**

- Refunds will not be given for swimming or drinks. Parents are made aware of this ruling when they pay their contribution.
- For information on refunds connected with educational visits refer to educational visits policy.

This policy was approved by the Finance, Personnel & Premises Committee 22/11/2018.

**Next review date: autumn 2019.**

**Appendix 1**

# Reed First School

Dear Parents / Carers,

Reed First School wishes to provide its pupils with weekly swimming lessons during term time, occasional theatre visits and various other educational visits to support the curriculum. These can only be provided if parents are prepared to contribute towards the cost of such activities. The contribution must be genuinely voluntary and the pupils of parents or carers who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make an activity possible and there is no way to make up the shortfall then it must be cancelled.

In respect of the voluntary contribution made to cover the cost of swimming, day trips etc it is not possible to refund the money in the event of the child being unable to take part for example through illness. The costs are calculated in advance and shared between those children involved.

Residential visits are discussed and considered separately with the parents involved. To help the Headteacher with future planning, please indicate your wish with regard to charging by completing the attached reply slip.

Yours sincerely,  
The Governors of Reed First School.



-----  
**Charging Policy**

I have read the letter from the Governors of Reed First School explaining its policy on charging and \* wish / do not wish to make voluntary contributions to Reed School Fund for swimming lessons, theatre visits and various educational visits to support the curriculum. I understand that having agreed to the voluntary contribution it is not possible to receive a refund in the event of my child being unable to participate. I understand that I will be consulted separately about residential visits.

Child's name .....

Signed ..... Date .....

\* please delete as appropriate