

BISHOP HOOPER CE PRIMARY SCHOOL

CHARGES AND REMISSIONS POLICY

Introduction

The Governing Body of Bishop Hooper Primary School recognises the valuable contribution that a wide range of additional activities including clubs, trips and residential experiences can make towards a pupil's personal and social development, and this document outlines their policy with respect to charges for them.

The Education Reform Act 1988 provides a framework for charging for school activities, broadly categorised as follows:

- Those activities for which no charge may be made.
- Those activities for which a charge may be made.
- Those activities for which voluntary contributions may be made.
- The circumstances in which there is a right to remission of charges.

Activities for which no charge will be made

Education provided by the school for its registered pupils wholly or mainly during school hours, including the cost of materials, books, instruments and other equipment will be free of charge except as provided for in this policy statement.

Activities for which a charge will be made

- The cost of individual musical instrument tuition, even if this takes place during school hours. (Free music tuition is available for FSM pupils).
- All costs of optional activities taking place outside school hours e.g. sports coaching, music and drama, environmental groups. Such costs will relate only to the pupil involved and will not subsidise any pupil whose parents are unwilling or unable to pay. (Free places on all clubs outside school hours, including Breakfast Club, are available to pupils in receipt of Pupil Premium funding.)
- There may be a discretionary charge made for the cost of materials, ingredients or equipment for technology and design, cookery and craftwork where parents have indicated in advance that they wish to own the finished product.
- The cost of replacing or repairing school property lost or damaged as a result of a pupil's wilful actions.

Activities for which voluntary contributions will be requested.

School trips, both residential and non-residential will normally be deemed to occur within the school hours, and as such, only part of the cost relating to board and lodging could be compulsorily charged for, subject to the policy on remissions below.

However, since these activities can only occur if a sufficient level of voluntary contribution is forthcoming, parents will be requested to make a contribution on the following basis:

- If the activity cannot take place without voluntary contributions the head teacher will make this clear at the outset.
- Contributions must be genuinely voluntary – there is no obligation to contribute and pupils will not be treated differently according to whether their parents contribute or not.

Where the number of places available for a particular activity is limited, the school shall decide which pupils should be given the opportunity to participate without reference to parent's willingness or ability to make a voluntary contribution towards the cost.

Remission of charges

Where a school activity requires pupils to spend nights away from home, the school is allowed to make a charge for board and lodging. This is with the exception of pupils whose parents are receiving:

- Universal Credit;
- Income Support;
- Income-based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed £16,190 FY 13/14) and an income related employment and support allowance.

Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The head teacher at Bishop Hooper will always inform all parents of the right to claim free board and lodging if they are receiving these benefits.

In other circumstances, there may be cases of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chairman of Governors, having regard to the availability of funding from other sources.

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| Person responsible: | K.Phelps |
| Date policy reviewed: | January 2016 |
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