

CATTON GROVE PRIMARY SCHOOL
Striving for Excellence

CHARGES AND REMISSIONS POLICY

1. Introduction

1.1. In accordance with the 1988 Education Act, the Governing Body is required to state its Charges and Remissions policy for the school with effect from 1st April 1989.

2. 1988 Education Act

2.1. Sections 106 to 111 of the 1988 Education Act are relevant. The following statement is a simplification of those parts of the Act that apply to Catton Grove Primary School.

2.2. The objectives of the charging provisions in the 1988 Act are:

- a. To maintain the right to free school education.
- b. To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- c. To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give LEAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- d. To confirm the right of LEAs and schools 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.

3. Charges

3.1. No charge shall be made in respect of admission to the school.

3.2. Except in the cases set out in paragraphs a, b and c below, charging is prohibited as is 'charging in kind' for any activities undertaken by pupils:

- a. Charges for individual music tuition taken with a parent's agreement, even when it is provided during normal school hours.
- b. Charges for board and lodging for residential field trips but the full cost of board and lodging must be remitted in certain circumstances.

c. Charges for the cost of activities provided outside school hours unless they are specifically required by an external examination syllabus or national curriculum legislation.

3.3. Where charges are made, they must reflect the actual cost of the activity.

4. Prohibition on Charges

4.1. No charges may be made for any education provided, (including transport, materials, books, instruments or equipment) during school hours except for individual tuition on a musical instrument.

4.1. No charges may be made for any education provided, (including transport, materials, books, instruments or equipment) at any time if it is part of a syllabus leading to a prescribed public examination or as part of the National Curriculum.

5. Voluntary Contributions

5.1. The regulations allow parents to make voluntary contributions but their inability or unwillingness to contribute must not prevent a pupil from taking part in school activities.

6. Discretion to Charge

6.1. There will be discretion to charge for:

a. Board and Lodging on any residential trip.

b. Any education provided out of normal school hours unless for a prescribed public examination or as part of the National Curriculum.

c. Entry for examinations not prescribed by the Secretary of State.

d. Materials for use where there is an end product if a parent has indicated in advance that he/she wishes the pupil to have ownership of the produced article.

6.2. For activities falling only partly within the school day, a calculation has to be made as to whether 50% or more of the activity (including relevant transport) takes place within school hours, in which case charges are prohibited.

6.3. With residential trips, it is necessary to undertake a similar calculation to determine whether 50% or more of the activity falls within school hours by comparing half school days (a school session) with half actual days (midday/midnight) spent on the trip.

7. Remission of Charges

7.1. The Act requires the Governing Body to operate a remissions policy providing, as a minimum, full remission of board and lodgings charges for pupils whose parents are in receipt of income support or working families tax credit unless such visits take place wholly outside school hours.

7.2. The existing law will continue in force until its repeal with effect from 1st April 1989 and the new law does not operate retrospectively so as to render unlawful any charge already made.

8. Implementation at Catton Grove Primary School

8.1. No charge will be made in respect of admission to Catton Grove Primary School.

8.2. No charge will be made in respect of paintings, models, pottery, needlework or other such items that have been created by pupils even though such items may be taken home by the pupils after completion. No charge for ingredients for food technology.

8.3. No charges will be made in respect of any one-day or part-day educational visits. Voluntary contributions may be invited from parents to defray the costs of such visits but no pupil will be excluded from such opportunities if their parents do not contribute towards the costs. If parental contributions do not cover the cost of the visit and the school does not have the financial resources to fund the balance, then the visit will need to be cancelled and the monies returned.

8.4. No charges will be made in respect of school-based activities such as theatre groups, musical events or other similar situations. Voluntary contributions may be invited from parents to defray the costs of such events but no pupil will be excluded from such opportunities if their parents do not contribute towards the costs. If parental contributions do not cover the cost of the visit and the school does not have the financial resources to fund the balance, then the event will need to be cancelled and the monies returned.

8.5. a. Charges will be not be made in respect of music tuition.

b. Parents who request that their children are entered for music examinations will be required to pay all costs involved as such examinations are not prescribed by the school or the Secretary of State. Parents are responsible for transporting their children to the venue of the examinations.

c. Details relating to music tuition are provided in an appendix to this document.

8.6. The situation in respect of residential visits is considered in an appendix to this document.

9. Refunds

For all activities where a contribution is requested and a deposit payable, the deposit will be non-refundable. Refunds of all other monies will only be given in exceptional circumstances and will be considered on an individual basis.

9. Review

The Governing Body will consider this statement of policy on future occasions so that alterations can be made in the light of experience. Where unforeseen situations arise the Head teacher will be required to take action that he considers to be within the legal requirements of the 1988 Education Act and clarify the situation with the Governing Body at the earliest opportunity.

September 2017

LIST OF APPENDICES

APPENDIX A - MUSIC

APPENDIX C - EDUCATIONAL VISITS (NON RESIDENTIAL) WHOLLY OR MAINLY WITHIN SCHOOL HOURS.

APPENDIX D - EDUCATIONAL VISITS (NON RESIDENTIAL) WHOLLY OR MAINLY OUTSIDE SCHOOL HOURS

APPENDIX E - EDUCATIONAL VISITS (RESIDENTIAL) WHOLLY OR MOSTLY WITHIN SCHOOL HOURS.

APPENDIX F - EDUCATIONAL VISITS (RESIDENTIAL) MOSTLY OUTSIDE SCHOOL HOURS

APPENDIX G - EDUCATIONAL VISITS (RESIDENTIAL) WHOLLY OUTSIDE SCHOOL HOURS

APPENDIX H - VISITORS, THEATRE GROUPS AND OTHER SCHOOL-BASED SITUATIONS.

APPENDIX A

Charging for School Activities

MUSIC

It is the intention of this Appendix to clarify the Charges and Remissions Policy of the school in respect of music education of this school. The statement is in accordance with the 1988 Education Act, the Department of Education and Science Circular 2/89, the Norfolk County Council's Charges and Remissions Policy and the Charges and Remissions Policy of Catton Grove Primary School.

1. There will be no charge for musical tuition within this school for lessons taken within lesson time.
2. In accordance with the 1988 Education Act, parents cannot be required to provide musical instruments. As a consequence, the number of instruments owned by the school limits the number of pupils that can be offered tuition. The only exception to this relates to recorder lessons. For reasons of hygiene we shall continue to encourage pupils to provide their own recorders.
3. The amount of instrument tuition time (excluding recorders) provided by the Local Education Authority also limits the number of pupils that can be offered instrumental music tuition. The Governing Body of the school will decide the level of tuition time.
4. In situations where a pupil is offered instrumental tuition (excluding recorder) and the pupil's parents/guardians elect to provide their own instrument then the school instrument may be made available to another pupil, provided that tuition time is also available.
5. When a pupil receives instrumental tuition (excluding recorder) on a school instrument then a termly contribution will be requested from his or her parents. Such contributions will be used to pay for repairs to the school instruments. Parental unwillingness or inability to make such contributions will not form part of the selection process. It should be noted, though, that insufficient parental contributions would result in the cessation of such tuition due to lack of available instruments.
6. It is not the stated policy of this school to enter pupils for music examinations. If parents request the school to enter a pupil for such examinations then they will be required to meet the entrance fees in full.

APPENDIX C

Charges and Remissions Policy

EDUCATIONAL VISITS (NON-RESIDENTIAL)

Wholly or Mainly within school hours.

It is the intention of this appendix to clarify the Charges and Remissions Policy of this school in respect of Educational Visits (Non-Residential) that take place wholly or mainly within school hours. The statement is in accordance with the 1988 Education Act, the Department of Education and Science Circular 2/89, the Norfolk County Council's Charges and Remissions Policy and the Charges and Remissions Policy of Catton Grove Primary School.

1. In order to provide pupils with a stimulating and effective curriculum it is desirable for the school to organise a variety of educational visits. Such visits may be for a small group of children, a whole class or for a complete year group. Some visits may cost more than others. In general, visits are only organised on the basis of the educational opportunities that they offer to the targeted pupils.
2. All visits are carefully planned in advance. As part of this planning teachers are required to calculate the cost of the visit. In most instances the visit can only take place if there are sufficient funds to cover the full cost of the visit.
3. The Head teacher will ask parents for voluntary contributions towards the visit. Children will not be ineligible to take part in the visit on the basis of their parents' unwillingness or inability to contribute but the visit may need to be cancelled if there is insufficient parental support.
4. A visit that is classified as taking place wholly or mainly during school hours is one where 50% or more of the period spent on the activity occurs during school hours. A more detailed definition is provided in paragraphs 27 and 28 of the DES Circular 2/89.
5. The majority of school visits take place within school hours.

APPENDIX D

Charges and Remissions Policy

EDUCATIONAL VISITS (NON-RESIDENTIAL)

Wholly or Mainly outside school hours.

It is the intention of this appendix to clarify the Charges and Remissions Policy of this school in respect of Educational Visits (Non-Residential) that take place wholly or mainly outside school hours. The statement is in accordance with the 1988 Education Act, the Department of Education and Science Circular 2/89, the Norfolk County Council's Primary School.

1. An educational visit that takes place wholly or mainly outside school hours is one where more than 50% of the time spent on the activity occurs outside school hours. School hours do not include a break in the Primary of the day.
2. The school is entitled to charge for such visits as they are, under the terms of the above documents, considered as optional extras.
3. Any charge made in respect of individual pupils may not exceed the actual cost of providing the optional extra activity, divided equally between the numbers of pupils willing to participate.
4. The cost can include an appropriate element for;
 - a. A pupil's travel costs;
 - b. Materials, books, instruments and other equipment;
 - c. Non-teaching staff costs;
 - d. Entrance fees to museums, castles, theatres etc.
 - e. Insurance costs.

APPENDIX E

Charges and Remissions Policy

EDUCATIONAL VISITS (RESIDENTIAL)

Wholly or Mostly within school hours.

It is the intention of this appendix to clarify the Charges and Remissions Policy of this school in respect of Educational Visits (Residential) that take place wholly or mostly within school hours. The statement is in accordance with the 1988 Education Act, the Department of Education and Science Circular 2/89, the Norfolk County Council's Charges and Remissions Policy and the Charges and Remissions Policy of Catton Grove Primary School.

1. A residential visit will require pupils to spend at least one night away from home.
2. A residential visit that takes place wholly within school hours is one where the number of school sessions covered by the visit equals the number of half days. For instance, a visit that commences on a Monday morning and ends on a Friday evening during a week when the pupils would normally attend school for all five days constitutes such a visit.
3. A residential visit that takes place mostly within school hours is one where the number of school sessions covered by the visit is less than the number of half days but not less than 50% of the number of half days. For instance, a visit that commences on a Sunday morning and ends on a Wednesday evening would consist of 6 school sessions and 8 half days. Such a visit would be deemed to have mostly taken place during school hours provided that the pupils would otherwise have attended school on the Monday, Tuesday and Wednesday.

4. In such circumstances the school is permitted to make a charge for board and lodging although this charge must not exceed the actual cost of providing board and lodging for that pupil.
5. Charges for board and lodging will be remitted to any parent who is in receipt of income support or family credit and the Head teacher should inform all parents of this facility. The school will provide remittance.
6. Transport costs, entrance fees to museums, insurance costs and other similar items. The school will request voluntary contributions from parents to finance these aspects of the visit. If insufficient contributions are collected, the visit will not take place.
7. It should be made equally clear that the activity would not take place if insufficient funds were collected.
8. There is no limit to the level of voluntary contribution that parents or others can make to school activities, nor is any restriction placed upon the use that can be made of such contributions.

APPENDIX F

Charges and Remissions Policy

EDUCATIONAL VISITS (RESIDENTIAL) - Mostly outside School hours

It is the intention of this appendix to clarify the Charges and Remissions Policy of this school in respect of Educational Visits (Residential) that take place mostly outside school hours. The statement is in accordance with the 1988 Education Act, the Department of Education and Science Circular 2/89, the Norfolk County Council's Charges and Remissions Policy and the Charges and Remissions Policy of Catton Grove Primary School.

1. A residential visit will require pupils to spend at least one night away from home.
2. A residential visit that takes place mostly outside school hours is one where the number of school sessions covered by the visit is less than 50% of the number of half days. Thus a visit that commenced on a Saturday morning and ended on Monday evening would have lasted for 6 half days but only 2 school sessions. Such a visit would have mostly taken place outside school hours.
3. The school is permitted to charge for such visits but the charge may not exceed the actual cost of providing the activity. The costs may include an appropriate element for a pupil's travel costs, board and lodgings, materials, books, entrance fees, insurances and other similar items.

4. Charges for board and lodging will be remitted to any parent who is in receipt of income support or working families tax credit and the Head teacher should inform all parents of this facility.

APPENDIX G

Charges and Remissions Policy

EDUCATIONAL VISITS (RESIDENTIAL) - Wholly outside School hours

It is the intention of this appendix to clarify the Charges and Remissions Policy of this school in respect of Educational Visits (Residential) that take place wholly outside school hours. The statement is in accordance with the 1988 Education Act, the Department of Education and Science Circular 2/89, the Norfolk County Council's Charges and Remissions Policy and the Charges and Remissions Policy of Catton Grove Primary School.

1. A residential visit will require pupils to spend at least one night away from home.
2. A residential visit that takes place wholly outside school hours is one where the activity takes place on days when the pupil would not normally be attending school. Thus a visit that commenced on a Saturday morning and ended on Sunday evening would have taken place outside school hours.
3. The school is permitted to charge for such visits but the charge may not exceed the actual cost of providing the activity. The costs may include an appropriate element for a pupil's travel costs, board and lodgings, materials, books, entrance fees, insurances and other similar items.
4. The costs of board and lodging may not be remitted in such circumstances.

APPENDIX H

Charges and Remissions Policy

VISITORS, VISITING THEATRE GROUPS ETC.

It is the intention of this appendix to clarify the Charges and Remissions Policy of this school in respect of Visitors, Visiting Theatre Groups or other school-based situations that could involve charging pupils. The statement is in accordance with the 1988 Education Act, the Department of Education and Science Circular 2/89, the Norfolk County Council's Charges and Remissions Policy and the Charges and Remissions Policy of Catton Grove Primary School.

1. The school often engages the services of theatre groups and other visitors to the school to provide opportunities that have educational benefits to the children. In many instances there is a cost involved.

2. No charge will be made for pupils to attend but it is permitted to request voluntary contributions from parents provided that no pupil is refused admission on the basis of his or her parents' inability or unwillingness to contribute. Insufficient contributions may mean the activity will not take place.

Date reviewed on: September 18

Date approved: *Waiting approval*

Date of next review: September 19