



## MICHAEL FARADAY SCHOOL

### CHARGING AND REMISSIONS POLICY

#### **INTRODUCTION**

The School conforms to the LEA's charging policy, the DES Circular 2/89 and the Education Reform Act 1988: Charges for School Activities.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' 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. However due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge where necessary. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

#### **PROHIBITION OF CHARGES**

The school is prohibited from charging for the following:

- Education provided during school hours or outside school hours if it is part of the National Curriculum
- Education provided on any trip as part of the National Curriculum
- Transporting pupils in connection with an educational trip

#### **VOLUNTARY CONTRIBUTIONS**

In all schools, except Independent Schools, visits that occur during school hours must be provided free of charge. When organising school trips, activities or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. These contributions are to enable an activity to take place and enhance the children's education. They will cover the cost incurred and not make a profit. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against and will be included if the activity goes ahead. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

## **CHARGING FOR VISITS**

### **All Visits**

The group leader should always ensure that parents are notified as early as possible as to:

- the total cost of the visit;
- how much of the cost will come from school or LA funds (as in the case of field trips);
- how much each parent will need to pay or be asked to contribute towards the cost of the visit;
- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element);
- use of any surplus funds, i.e. will they be returned to parents or retained for future visits

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc.

### **During Normal School Hours**

The Governing Body may offer to remit the full cost of full board and lodging for any residential activity that:

- takes place during school hours or;
- is not an optional extra (see following section for definition).

The decision to offer to remit board and lodging costs, as above, is subject to the parents of a pupil being in receipt of:

- Income Support;
- Income-Based Jobseekers' Allowance;
- Family Credit;
- Disability Working Allowance.

Parental permission does not need to be obtained for each outing/visit that takes place during normal school hours as this is included in the starter forms for all pupils.

### **Outside Of Normal School Hours/Optional Extras**

The Headteacher can charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'.

An optional extra:

- falls wholly or mainly outside school hours, i.e. a residential trip during the school holidays is an optional extra.
- does not form part of the National Curriculum or the statutory requirements for religious education.

The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge. Parental permission should be obtained for all visits that take place outside of normal school hours.

### **TRANSPORT IN A MINIBUS**

If any payment is requested/made towards the cost of passengers being carried in a minibus then a public service vehicle (PSV) licence is required by the Schools. A licence is required if the school owns or rents the minibus. There are two types of PSV:

restricted (for up to two vehicles);  
standard national (more than two vehicles).

### **INDIVIDUAL INSTRUMENTAL TUITION**

The Governing Body has agreed that pupils currently do not pay for instrumental tuition; parents sign an agreement form undertaking responsibility for the safe keeping of the instruments.

### **INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)**

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'.

This is particularly relevant for the cost of materials/ingredients for Design & Technology.

### **BROKEN EQUIPMENT (REPLACEMENT)**

The Governors will allow the Headteacher to ask pupils and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

### **REMISSIONS**

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

## **CHARGES**

There is a charge for:  
Top up charges for nursery where parents are not entitled to the 30hr government funding.

## **RESIDENTIAL VISITS**


A charge will be made towards the cost of board, lodging and transport; the charge will not exceed the actual cost of provision. The governors have agreed to subsidise the cost of the trip to make it affordable for our families.

## **REMISSIONS**

The school will make every effort to support a child's participation in an activity where parents are undergoing financial difficulties. Individual cases are discussed in complete confidence with the Head Teacher.

Parents should speak in confidence to the Headteacher if they are experiencing any financial difficulties.

For further information see DFE advice - Charging for School Activities

Agreed by the Governing Body on	July 2018
Signed (Chair)	
Review Date	Autumn 2022