

IVY LANE SCHOOL



CHARGING AND REMISSIONS POLICY (IVY/POL/003)

Review date	Date agreed	Next review
Oct 07	Oct 07	Oct 08
Sep 08	Sep 08	Oct 09
Nov 09	Dec 09	Term 1 10/11
March 13	March 13	Term 4 14/15
March 15	May 15	March 16
May 16	May 2016	Meeting 5 16/17

CHARGING AND REMISSIONS POLICY

Rationale

The school recognises and endorses the principle that the school's curriculum should be available to every child and that any pupils access to learning or activities should not be limited by the imposition of charges.

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This school also accepts the recommendations made by Wiltshire LA with reference to charging for school activities.

This policy informs staff and parents about Ivy Lane Primary School's policy for charging and remissions, which includes requests for money (*defined as 'voluntary contributions'*) for both in and out of school hours activities. The policy will be reviewed on an annual basis by the governing body and will be reviewed following any changes in guidance from the DfE.

The Governing Body of the School recognises that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any resources).
- education provided outside school hours if it is part of the National Curriculum
- education provided on any trip that takes place during school hours
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip

Charges

Charges will be made for the following:

1. Board and lodging on residential trips.
2. The school can charge for activities wholly or partly outside school hours to meet the costs of:
 - a. Travel
 - b. Material and equipment costs where appropriate
 - c. Non-teaching staff costs
 - d. Entrance fees
 - e. Insurance costs
3. Proportionate costs of vandalism to school buildings or property, including lost or damaged school books or equipment.
4. Any other education, transport or examination fee specifically designed to be passed on to parents.
5. Extracurricular activities and school clubs, where provided by an external agency.
6. Peripatetic musical instrument tuition. Ivy Lane Primary School encourages pupils to participate in musical instrument tuition.
 - a. Music tuition is not subsidised by the school and charges must therefore apply.
 - b. Reductions in the charge are available for pupils eligible to Pupil Premium funding.
7. The cost of medals and certificates and other optional extras may also be recouped from parents eg bikeability or swimming badges.

Voluntary Contributions

The school requests parents to make voluntary contributions towards extra activities and events which might not otherwise be financially viable. All visits and activities are planned on a strictly non-profit making basis.

Parents will be asked for contributions at the planning stage of activities.

In the event that insufficient voluntary contributions are forthcoming to fund a particular activity, then the activity as a whole may have to be cancelled, rather than exclude any individual. No pupil will be left out of any activity provided in school time because a parent cannot or will not make a voluntary contribution.

Parental contributions requested will reflect the actual costs and under no circumstances will parents be expected to subsidise costs beyond those incurred by their own child's participation.

The criteria for requesting these voluntary contributions is intended to be easily understood by parents and seen to be fair. It is also important that parents recognise that such contributions are genuinely 'voluntary'.

Pupil Premium Eligible Children

The governors will set aside some of the school's Pupil Premium budget to pay part of the cost of activities for pupil premium eligible children. This means requests for voluntary contributions for these children will be reduced (this includes contributions for swimming lessons and the Y6 residential).

The governors have also allocated money from each annual budget to subsidise the charge for instrument lessons for Pupil Premium eligible children.

Swimming Lessons

To enable the school to offer additional swimming lessons across three year groups (Y3-Y5), ILS will ask parents for a voluntary contribution towards the costs of these lessons. The contribution will be up to an equal share of the additional cost of providing swimming lessons after the payment the school receives to support swimming in the curriculum.

Remissions

Parents of children entitled to free school meals (not including universal infant free school meals) can discuss with either the Headteacher or a governor the options and support available to them when being asked to make a contribution towards the cost of school visits or activities.

Y6 Residential Trip

Educational Law states that the only amount that may be a compulsory charge is that covering board and lodgings. Other costs incurred for travel, activities and the specialist coaching provided should only be asked for through voluntary contributions.

Parents will be asked to make a voluntary contribution towards travel expenses and the cost of the activities for residential trips. This contribution can be made in installments prior to the final payment date. However, insufficient voluntary contributions will inevitably mean that we cannot proceed with a residential trip.

Children whose parents are in receipt of free school meals (for their KS2 child) will be entitled to the remission of charges for board and lodging costs during residential trips in school time. A voluntary contribution will still be requested. The school will set aside some money annually from its budget to cover these costs should they be required.

For exceptional circumstances, when a family is facing significant financial hardship, the school sets aside some of its Chippenham Borough Lands Social Fund to offer support towards costs. This may be offered to cover the cost of board and lodging for a pupil and can be accessed following a confidential discussion with a governor.

Policy reviewed by: C Cannings

Date: May 2016

Agreed by staff and Governors:

Signed:

Chair of Governors