



Melcombe Primary School

Charging and Remissions Policy

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Signed

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Head Teacher

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Introduction

During the year the school arranges educational visits and other optional activities to support and extend work carried out in the classroom. Children may visit places of interest such as museums, parks, galleries, theatre etc., and have the opportunity to receive additional coaching in particular subjects or take part in after school activities.

To defer the cost of such visits and activities, the school has adopted a policy of seeking voluntary contributions or applying charges in certain circumstances and these are set out below. It is NOT the intention of the policy to:

- Place any obligation on a parent to make a contribution or pay any charges that apply
- Disadvantage any pupil because of a parent's unwillingness or inability to make a contribution or pay any charges that apply.

The school reserves the right to cancel any planned visit or optional activity where insufficient funding is available to defer the costs.

During school hours

During the hours when the school is in session, excluding the break in the middle of the day, a charge may be required for:

- Ingredients and materials used in practical subjects, where a parent indicates in advance that either they or their child wishes to own the finished product.
- Individual tuition in playing a musical instrument except where it is provided to fulfil the requirements of a syllabus for a prescribed public examination or the National Curriculum.

- Activities arranged by a third party during school hours, for which a child is being released from school at the request of their parent. (In such circumstances any charge arising would be agreed and paid by the parent direct to the third party.)

Parents may be asked to make a voluntary contribution towards the cost of theatre visits etc. within school hours where insufficient funding is available within the school budgets to meet the cost of such visits.

Outside school hours

Where less than 50% of the time taken for an activity, inclusive of any travel time, falls during school hours, a voluntary contribution or charge may be required for:

- Education provided wholly or mainly outside school hours except where such education is provided to fulfil requirements specified in a syllabus for a prescribed public examination, the National Curriculum or statutory duties relating to religious education.
- Any optional extra activity in which participation is a matter of parental choice.
- The cost of repairing damage, or replacing loss of school equipment caused as a result of a pupil's behaviour.

Calculation of contributions and charges

Where any voluntary contribution is sought or charges applied, the calculation in respect of an individual pupil will be limited to the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The actual cost will be based on the appropriate element for:

- Travel costs, board and lodging where applicable.
- Materials, books, instruments and other equipment.
- Non-teaching staff costs.
- The cost of engaging teaching staff specifically for the purpose of providing an activity, where they are employed to provide individual tuition in the playing of a musical instrument, or engaged on a separate contract for services to provide the activity.
- Entrance fees to museums, castles, theatres etc. or insurance.

The contribution sought or charges applied will not include any element of subsidy for:

- Any other pupils wishing to participate, but whose parents are unwilling or unable to pay the full charge.
- Alternative provision during any part of school hours, for those pupils who do not wish to participate.

Notice to parents of voluntary contributions or charges

Where an activity is being undertaken that requires either a voluntary contribution or charge from parents, they will be advised in writing of:

- The proposed activity and its likely value in educational terms.
- The contribution or charge per pupil.
- Whether or not the activity will take place in the event of insufficient funding.