



## RAMRIDGE PRIMARY SCHOOL

### Charging & Remission Policy

<b>Date:</b>	Nov 2013	<b>Review Date:</b>	Nov 2014
<b>Ratified:</b>	Dec 2013		

In conformity with the requirements of the Education Reform Act 1988 it is the policy of the Governing Body to charge for the following:

1. **Board and lodging in relation to residential trips**, whether provided within or outside school hours, subject to the Governors' remission policy.
2. **Instrumental music tuition** given in or out of school hours to individuals or groups of up to four, wherever the tuition does not form part of the syllabus for a prescribed public examination and is not required by the National Curriculum, subject to the Governors' remission policy.
3. **Ingredients/materials for products in Food Technology and Design Technology** if parents have indicated in advance a wish to have the finished product. (Where this is not the case, parents may be asked to contribute ingredients/materials on a voluntary basis.)
4. **Compensation from parents or guardians** for damage to or loss of school property caused wilfully or negligently by their children.
5. **Optional Extras**, that is for activities arranged outside of school hours (including mid-day breaks) unless these activities are:
  - Required as part of the syllabus for a prescribed public examination;
  - Provided specifically to fulfil statutory duties relating to the National Curriculum;
  - Provided specifically to fulfil statutory duties relating to religious education.
6. **Breakfast Club**, where the child is not on the feed and read scheme, a charge of £1.00 a day will be applicable for breakfast club.

Where an activity takes place partly during and partly outside school hours, it will be deemed to take place wholly during or wholly outside school hours in accordance with the provisions of Section 107 of the Act. This is rather complicated and varies for Non-Residential and Residential Activities:

#### **Non-Residential Activities:**

- If 50% or more time is spent on the activity during school hours, including travelling but excluding Midday break, **NO CHARGE CAN BE MADE.**
- If more than 50% of the time is outside school hours, **A CHARGE CAN BE MADE.**

#### **Residential Activities:**

- A different 50% basis is used to determine whether a residential activity is an optional extra. It is based on the number of half days taken up by the activity, including travel, compared with the number of school sessions the participants would have attended had the activity not taken place.
- If the number of school sessions is less than 50% of the number of half days taken up by the activity, the whole activity is deemed to be outside school hours.

- A 'half day' is defined as any period of twelve hours ending with noon or midnight.
- Numbers of half days, or of school sessions, are to be determined again by the 50% rule. Where 50% or more of a half day is spent on a residential trip, the whole school of that day will be deemed to have been spent on that trip.

**Example**

A term time trip from 9.00 a.m. on Friday to noon on Saturday, i.e. three half days, including two school sessions, will be 'inside school hours'. If it was scheduled to return at noon on Sunday, it would be 'outside school hours'.

**Voluntary Contributions**

- The existence of policies on charging and remission of charges does not prohibit voluntary contributions being sought for the benefit of any school activity.
- In the case of residential visits, parents can be asked to pay for the residential costs and to make voluntary contributions to cover travel and tuition costs. Parents may only be charged up to the actual residential costs for their son/daughter.
- In making a request for voluntary contributions for any activity, it must be made clear that there is no obligation to contribute and that registered students at the school will not be treated differently according to whether or not their parents have made any contribution.
- We should be able to say to parents that confirmation of the activity taking place would depend on sufficient funds being available.

**Example**

"The school is proposing to take a group to the ..... on ..... Before the visit can take place, £300 must be raised to cover the thirty places. This is an average of £10 per place.

Would you please indicate on the return slip whether you would be willing to make a contribution and state the amount?

The trip will not take place unless sufficient funds are available. However, we wish to make it clear that no student will be denied participation in the visit, if it takes place, on the grounds that no contribution has been made on his/her behalf."

**Remissions**

**The Law**

1. Section 110 of the 1988 Education Reform Act requires that students whose parents are in receipt of Income Support or Family Credit, may not be charged for board and lodging for participation in a residential visit which forms part of the syllabus for a prescribed public examination or is provided specifically to fulfil statutory duties under the National Curriculum.
2. In respect of other optional extra activities, governing bodies should give consideration to the use of funds at their disposal, in accordance with powers vested in them by Section 109 of the Act, to subsidise the activity and remit charges in full, or in part, to students participating whose parents are in receipt of Income Support or Family Credit.

Charges will be remitted as follows in line with the above Sections of the Education Reform Act 1988:

1. **In relation to the cost of board and lodging** in respect of residential trips in the case of students whose parents are in receipt of Income Support or Family Credit, when the activity is **within school hours** and/or is a requirement as part of a syllabus or in relation to the National Curriculum or religious education.
2. **In relation to the cost of board and lodging** in respect of residential trips in the case of students whose parents are in receipt of Income Support or Family Credit, when the activity takes place **outside** school hours.
3. **In relation to the cost of instrumental music tuition** in the case of students whose parents are in receipt of Income Support or Family Credit.
4. **In relation to the cost of other optional extras** on an ad hoc basis in line with past practice at the discretion of the Headteacher.

**October 2007**

**March 2009**

**October 2011**

**October 2012**

**Nov 2013**