



Charges and Remissions Policy

Date of policy:	January 2012
Date last review adopted by governing body:	11th March 2021
Frequency of review:	Annual

1. Activities within school hours

General Notes

1. Although a charge cannot be made for equipment used in connection with education provided during school hours, section 462 of the Education Act 1996 excludes clothing from this definition. Therefore, we do ask parents to provide their children with appropriate items such as P.E. kit.
2. Sometimes we invite parents to make voluntary contributions towards the cost of providing activities within and outside school hours ensuring that:
 - a) There is no obligation to contribute
and
 - b) That the children will not be treated differently according to whether or not their parents have made such a contribution.
3. Some children are in receipt of Pupil Premium and we can use that money to fund trips and activities such as clubs.
4. We charge parents a nominal fee of £5 a term for staff clubs
5. Should a remission be necessary, for example if a staff club did not run one week we would generally reduce the fee for the following term
6. We charge for tickets for events such as the Christmas play
7. Should an event such as a school visit not take place we will refund accordingly. However we cannot always refund if an individual child cannot attend as the cost may not have reduced to the school

Voluntary contributions

However, we may, at times, invite parents to make voluntary contributions in cash or kind for the above mentioned activities bearing in mind the demands these subjects make on school budgets. For example, we may from time to time ask for voluntary contributions towards cookery ingredients, although the 'finished products' may be consumed in school by the children.

2. Music

Individual Music Tuition

A termly charge, determined by Essex Music Services or individual tutors, will be made to parents of children receiving extra tuition, such as piano lessons.

Group Music Tuition

There may be occasions when the children are invited to participate in a music group. For example, as with recorder groups, parents may be required to purchase recorders and music books.

3. Role of Governors

Governors determine, support, monitor and review the school policies.

4. Additional activities in school hours

We may, at times, request voluntary contributions from parents in providing activities such as day trips, presentations by visiting performers, theatre and museum visits, visits to other inter-school events etc. Each child will be treated the same, whether their parents make a contribution or not. However, if there comes a time when costs cannot be met by the school, then there may be the necessity to cancel a proposed activity.

5. Optional extras (i.e. outside school hours)

As defined in Section 109 of the 1988 Education Reform Act, our schools may charge for a range of activities that are classed as 'optional extras'. These may be self-supporting or, if the governing body so wishes, they may be supported by the schools own funds.

We realise that any charges made cannot exceed the cost of providing the optional extra divided equally by the number of children involved in the activity. Also, prior written agreement needs to be obtained from the parents of those children involved. Items which may be included in charges to parents are as follows:

- A pupil's travel costs – where a trip is destined to take place outside school hours and is not required for the purposes of the National Curriculum.
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Entrance fees to museums, castles, theatres etc.
- Insurance costs

6. Publications

Within the Freedom of Information Act schools are permitted to charge when publications produced by the school are requested i.e. schools can charge 10% of the work it takes to produce such information. Many of our documents are given free of charge, however, our Freedom of Information Policy outlines the documents that will be charged at the cost of 5p per page (black and white copies) and 10p per page (colour copies). There is also provision within the act for us to decline requests which are too expensive to meet.

The above policies are in keeping with the legal requirements and those agreed by the Governing Body. However, we will endeavour to deal with each issue in a personal and sensitive way for the benefit of all concerned.

7. Equality statement

The governors and staff are committed to providing the full range of opportunities for all pupils regardless of gender, disability, and ethnicity, social, cultural or religious background. All pupils have access to the curriculum and the right to a learning environment which dispels ignorance, prejudice or stereotyping.