

The John Harrox Primary School

Charging and Remissions Policy

1. Introduction

The following policy has been drawn up to take account of the terms of the Education Reform Act 1998 and Lincolnshire County Council's Statement of Policy.

The Act states:-

- a) That education should be provided free of charge. (This does not apply in relation to tuition in playing a musical instrument where the tuition is provided either individually or to a group of no more than four pupils.)
- b) Activities offered during the normal school day (e.g. education visits) should be available to all pupils regardless of their parents' ability or willingness to help meet the costs.
- c) Schools have the discretion to charge for activities provided wholly or mainly out of school hours.
- d) Schools may invite voluntary contributions to support activities whether during or outside school hours.
- e) A small charge may be made for any materials that are used for Technology when a child wishes to own the finished product, otherwise the materials may be re-used.

2. Voluntary Contributions

- 2.1 At present the school asks for voluntary contributions for the following:-
 - a) Swimming - cost of transport
 - b) Educational outings - cost of transport, insurance, entrance fees
 - c) Sporting Activities taking place in school hours - cost of transport, entry fee if required.
- 2.2 If only a small number of parents exercise their right not to make a contribution to any of the listed activities, they would no longer be viable and would cease. It is important that we continue to receive full parental support.
- 2.3 We try to ensure that activities are costed to cover actual costs but in the event of a surplus this would be refunded to parents.
- 2.4 The school reserves the right to cancel any activity if voluntary contributions fail to reach the full cost.
- 2.5 Costings for educational visits are based on expected numbers to keep contributions as low as possible.
- 2.6 In the event of children not being able to attend at the last moment, we can only refund the admissions charge element of the contribution.

3. Optional Extras (including Residential Visits and activities out of school hours)

- 3.1 Activities outside school hours which do not fall into any of the "no charge" categories may be charged for. Charges will be levied a) to cover the cost of residential visits (defined as those requiring children to spend one or more nights away from home), and b) to cover the cost of sporting/other activities which take place out of school hours. Parents must agree to their child participating and be willing to meet any charge. Any charge made cannot exceed the cost of provision for each pupil (e.g. the cost of board and lodging on a residential visit charged to parents of participating pupils must not exceed the actual cost to the pupil). It can include the cost of transport, board and lodging, materials and equipment, and non-teaching staff costs, together with the appropriate proportion of teaching staff costs where a teacher or instructor has been engaged specifically for the purpose of providing the activity. Teachers attached to the school have a contract of

- employment and no charge can be made to cover their costs, nor costs relating to supply cover incurred as a result of providing the activity.
- 3.2 In special circumstances, pupils whose parents are in receipt of Income Support and Family Credit will receive full remission of board and lodging charges.
 - 3.3 Whenever we propose to organise a residential visit, we write to parents with details and an approximate costing and ask if they wish their child to participate. Usually at this stage if parents choose to reserve a place, they are asked for a deposit and this gives the school a clear indication of parents' commitment and support to enable the visit to proceed.
 - 3.4 Once the number of children is known, an accurate costing is calculated based on actual persons. Costs for transport, insurance, group admission fees, etc., are equally distributed based on that number. The accommodation fee is usually a fixed amount per person and is added to the equally divided cost of the trip, helping us to arrive at the figure given to parents once there is confirmation of the visit.
 - 3.5 In most cases, although this is dependent upon when a cancellation is made, the accommodation fee may be refunded by the organisation/hotel, and this will be returned to parents. However, once a deposit is sent to school, it will not be refundable unless there are exceptional circumstances that means a child is unable to attend. Other payments will be refunded at the discretion of the school depending on the loss it creates.
 - 3.6 The following statement is included on all letters regarding educational visits:-

PAYMENTS IN RESPECT OF RESIDENTIAL VISITS

Whenever we propose to organise a residential visit, we write to parents with details and an approximate costing and ask if they wish their child to participate. Usually at this stage if parents choose to reserve a place, they are asked for a deposit and this gives the school a clear indication of parents' commitment and support to enable the visit to proceed.

Once the number of children is known, an accurate costing is calculated based on actual persons. Costs for transport, insurance, group admission fees, etc. are equally distributed based on that number. The accommodation fee is usually a fixed amount per person and is added to the equally divided cost of the trip, helping us to arrive at the figure given to parents once there is confirmation of the visit.

The school is not allowed to make a profit on school trips and therefore when costing a visit we do not allow for any contingency. If a child drops out once a final figure has been fixed the school will inevitably have to subsidise the visit and be 'out of pocket' as it would not be fair to pass on these increased costs to other parents.

In most cases, although this is dependent upon when a cancellation is made, the accommodation fee may be refunded by the organisation/hotel, and this will be returned to parents. However, in future, once a deposit is sent to school, it will not be refundable unless there are exceptional circumstances that means a child is unable to attend. Other payments will be refunded at the discretion of the school depending on the loss it creates.

4. Music Tuition

- 4.1 In line with the current Lincolnshire County Council Policy, children are charged for individual musical tuition (or to a group of no more than four) if this is more than the requirements of the National Curriculum.
- 4.2 Music Support Service Remissions Scheme is taken into account.
- 4.3 Each year charges are levied based on the duration, time share and number of termly lessons. Costings for each children are based on either ten minutes individual time,

or twenty minutes with another child, or thirty minutes with two other children, or any other individual requirement of the children concerned.

- 4.4 The basis of the charge is the cost to the school from the Music Support Services. The school does not profit or subsidise other activities or pupils from the charges unless an extra charge is clearly on a completely voluntary contribution basis,
- 4.5 Payment is requested in advance of each term.
- 4.6 If for any reason the number of weeks vary, i.e. the music teacher is sick and does not attend, the cost will be adjusted in subsequent terms if the lesson time is not made up on another week.
- 4.7 No refunds will be made for a child's absence due to illness, family holiday, etc.
- 4.8 One term's notice is required if a child wishes to cease having lessons unless the place can be filled immediately by another pupil.

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