



# Reeth Community Primary School and Gunnerside Methodist (VC) Primary School Federation

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## CHARGING AND REMISSIONS POLICY

This policy was approved in Summer 2016 (FGB)  
It will be reviewed in Summer 2017

Sue Pellatt, Chair of Governors

### 1.0 INTRODUCTION

In accordance with the requirements of the 1996 Education Act each school is required to have a policy for Charging and Remissions for School Activities.

The Governing Body of Reeth Community Primary and Gunnerside Methodist (VC) Federated Primary Schools recognise the valuable contribution that the wide range of additional activities – including clubs, trips and residential experiences – can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities, ie. those which do not form part of the National Curriculum.

### 2.0 CHARGES

2.1 Charges levied by the schools are dependant upon the type of activity being undertaken. Charges for activities will be asked for in advance of each activity taking place:

#### (i) SCHOOL JOURNEYS AND ACTIVITIES IN SCHOOL HOURS

The schools cannot make a compulsory charge for transport or admission costs for activities provided mainly during school hours, however the schools may ask for voluntary contributions towards the cost of approved activities. The schools reserve the right to cancel activities where insufficient contributions are received towards an activity (see Appendix A).

#### (ii) BOARD AND LODGING ON RESIDENTIAL VISITS TO ACTIVITY CENTRES IN SCHOOL HOURS

The schools are permitted to charge for the cost of board and lodging during residential school trips. The cost must not exceed the actual cost of the provision. Families in receipt of Income Support, Child Tax Credit with an income of less than a certain amount (please ask school for the most up to date figures), Income Based Job Seekers Allowance, Guarantee Pension Credit and Support under Part IV of the Immigration and Asylum Act 1999 will receive free board and accommodation at centres owned by the Local Education Authority. The school must inform parents on low incomes and in receipt of the benefits listed of the support available to them.

### (iii) ACTIVITIES OUTSIDE SCHOOL HOURS

The schools may charge the full cost to each pupil of all approved activities deemed to be optional extras (ie. not part of the National Curriculum) taking place outside school hours (such as visits to theatres and museums). An activity classed as being outside of school hours is one where less than 50% of the activity takes place during school hours. School hours do not include the break in the middle of the day.

### (iv) WEB-BASED TECHNOLOGY RESOURCES

Home-access to web-based resources used in school, eg. Espresso and Mathletics are funded by the school, however, the schools may charge the full unit cost for access to such resources which could be deemed optional extras (ie. of interest to the children, but not used in school as part of the National Curriculum)

### (v) INDIVIDUAL INSTRUMENTAL TUITION

The schools may charge the full cost of providing any instrumental tuition which does not form part of the National Curriculum, (eg. music lessons provided by the peripatetic music service) and any examination fees associated with such tuition.

### (vi) EARLY YEARS EDUCATION HOURS (PRIOR TO ADMISSION TO RECEPTION)

The school does not offer wraparound childcare. From September 2016 the Early Years' Class will provide educational care for 3 and 4 year olds on a flexible basis, up to 30 hours per week. A maximum of 15 hours a week of educational care will be funded by the LA. Attendance above 15 hours per week will be charged to parents by the school, at an hourly rate. Additionally, where pupils attend on a part-time basis and are already taking some or all of their funded entitlement (maximum of 15 hours) with a different provider, the school will charge for each hour of attendance in excess of their funded entitlement. Charges to parents will be levied in advance of attendance.

The hourly rate charged by the school for attendance throughout the period April 2016 to August 2017 has been agreed as £4.20. This rate will be reviewed in the Summer Term of 2017, in advance of the 17/18 academic year, taking into account any revised funding arrangements set nationally or by NYCC.

## 2.2 Contributions towards activities may be funded by:

- Voluntary contributions from parents of pupils taking part;
- Using the school fund;
- Donations from the Friends of the Schools
- Pupil Premium Grant for eligible pupils

## 2.3 REMISSIONS

With the exception of pupils who are eligible for the Pupil Premium Grant, the school does not remit, wholly or in part, any charges which would be payable to them in accordance with this policy, however, the school deals with remission enquires in confidence and provides families with information about external sources of grant funding/financial support which may be available to them. Eg. Muker Trust, Thomlinson Trust.

## 2.4 Appendix A, containing a statement relating to Voluntary Contributions is attached to this policy.

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## APPENDIX A

### STATEMENT ON VOLUNTARY CONTRIBUTIONS

1. The restrictions on charging for school activities do not in any way prohibit or restrict the LA or school from seeking voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non-residential.
2. Contributions must be genuinely voluntary. The terms of any request for contributions must make it clear:
  - (i) that there is no obligation to contribute, and
  - (ii) that registered pupils at the school will not be treated differently, according to whether or not their parents have made any contribution in response to the request.
3. If the activity cannot be funded without voluntary contribution, the Governing Body or Head must make this clear to parents at the outset.
4. There is no limit to the level of voluntary contribution which parents or others can make towards the cost school activities. Parents can be asked to contribute towards part of the cost at the time of the visit or activity, with the rest met from other sources, for example, school funds or the proceeds of general fundraising events in preceding months.