



FRANCHE COMMUNITY PRIMARY SCHOOL & TOTS@FRANCHE Policies & Procedures

Title: CHARGES & REMISSIONS POLICY

DOCUMENT MANAGEMENT

This document was **adopted** by the Finance Sub-Committee on behalf of the **Governing Body at its meeting on 15th March 2017.**

This document is subject to review **July 2019.**

For clarity throughout this policy the words Franche Community Primary School, school and/or setting refer to all childcare services provided on the Franche Community Primary School site. Including: Children's Centre, TOTS@Franche, Holiday Club and Breakfast/After School Club.

Objectives

Franche Community Primary School aims to provide a wide and varied learning experience for all children. This policy is intended to ensure that all pupils should have equal opportunity to participate in extra activities provided by the School and/or external agencies, and is based on Worcestershire County Council Education Services' charging and remissions policy.

Background

The legal framework relating to charging, voluntary contributions and remissions is set out in sections 449-462 of the Education Act 1996. The basic principle governing the making of charges is that no charge shall be made for the provision of education to a registered pupil at a maintained school during school hours. There are, however, a number of specific exceptions to this general rule which are set out in the following paragraphs.

Our Policy

1. Educational Visits

All educational visits, performances and shows which take place wholly or mainly during school hours shall be provided free of compulsory charge.

- 1a) It is acknowledged, however, that many, if not all, of the above mentioned activities could not take place if the school did not ask for voluntary, parental contributions towards their cost.
- 1b) In the event of a parent having financial difficulty in meeting the suggested amount, a confidential approach can be made to the Headteacher and the monies supplied from the School Fund.
- 1c) The Governors therefore recommend that each letter to parents giving notice of a forthcoming educational visit should carry the following wording:-



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“Parents are asked to make a voluntary contribution of £..... towards the cost of the event. If insufficient contributions are received, it may not be possible for the proposed event to take place. Any parent experiencing difficulty in making the contribution is invited to contact the Headteacher”.

2. Outings, holidays and other activities

Outings, holidays and other activities which take place mainly or wholly outside normal school hours are subject to a compulsory charge to cover the entire cost of the event. Charges for such events including transport board and lodging will be communicated to parents prior to the trip.

- 2a) In certain circumstances, an approach to the Headteacher by a parent in financial difficulty may result in the negotiation of a reduced charge or, in exceptional cases, the costs being waived or met by other means, i.e. funding from an outside agency.
- 2b) Specifically, the school will provide for complete remission of any charges for board and lodging provided for a pupil on a residential trip if the pupil's parents are in receipt of income support, working families' tax credit, jobseekers allowance or disabled person's tax credit

3. Non-Residential Daytrips

Education provided on such trips is normally legally deemed to fall within school hours (section 452 of the 1996 Education Act) therefore no charge will be made for either the education provided or any associated transport.

4. Musical Tuition

In the case of musical tuition being provided to children on an elective basis, the whole cost of the lessons is charged to the parents.

5. Activities Provided by External Organisations

Any charges made for the provision of out of school hours club activities by external organisations are payable by parents.

REVIEW

This policy will be reviewed annually by the Governors' Finance sub-committee and presented to the full Governing Body to approve any necessary changes.