



Ellington Primary School

Charging and Remissions Policy

In accordance with Sections 450 - 461 of the Education Act 1996, the Governing Body make no charge for education or educational activities provided during school hours as part of the published curriculum. However, the Governing Body recognises the valuable contribution that the wide range of additional activities can make towards the personal and social education of pupils. The Governing Body therefore reserve the right to levy charges for the following activities arranged by the school, which will not exceed the actual cost of the activity.

1. "Optional Extra" activities outside school hours.

The full cost for activities including residential visits, which take place out of school hours may be charged to parents provided that they are not a necessary part of the National Curriculum, an examination syllabus, or religious education, where no charge will be made. In fixing the charge the school may take account of the costs for travel, lodging for supervisory staff, and associated supply cover.

2. Residential visits partly or fully during school hours.

No charge will be made for such visits other than board and lodging charges. The Governors recognise that if requested they will provide full remission from the charge for board and lodging to pupils whose families are in receipt of the following:

- Income Support.
- Income Based Jobseeker's Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
 - Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190.
- Family Credit.
- Disability Working Allowance.

Where activities are organised and charged by a third party e.g. independent tour operator, the school may provide for full or partial remission of charges.

3. Music

If pupils make use of an instrument provided by the school or the Authority, a charge may be made in respect of the maintenance of the instrument in accordance with the published scale of charges. A charge may also be made in respect of the cost of tuition.

4. **Materials for practical lessons**

Voluntary contributions or provision of goods in kind may be requested from parents for materials for practical lessons (Design Technology, Food Technology or other subject areas as the Governing Body may from time to time determine), if parents indicate in advance a wish to own the finished product.

5. **Visits in support of the curriculum which are desirable but not essential**

The Governing Body recognises that the school may wish to offer opportunities for pupils to broaden the range of experience in connection with certain curriculum areas during school hours. Such opportunities might comprise an educational visit to an historic site, a theatre visit, work in an art gallery or museum, or use of swimming pools.

The Governing Body's policy is to encourage the school to work jointly with parents in this respect, and invite voluntary contributions from parents, either generally to school funds or specifically for certain activities, in accordance with section 460 of the 1996 Act.

In encouraging such co-operation the Governing Body is anxious to ensure that parents are made aware that any such contributions are voluntary and that pupils will not be treated differently according to whether or not their parents have made any contribution.

The Governing Body recognises that the viability of visits in support of the curriculum, which are desirable but not essential, depends upon the level of voluntary financial support received from parents and delegate to the Head teacher responsibility for decisions in relation to the viability of such visits.

6. **Breakfast, After School and Extra Curricular Clubs**

School provides Breakfast, After School and Extra-Curricular clubs for which the parents/carers pay in accordance with a scale of charges agreed by the governing body.

7. **Breakages**

Accidental breakages and damage are unavoidable and no charge will be requested by the school. A request for the recovery of costs may occur if it is felt that damage or breakage has been caused through wilful or deliberate action.

8. **Late Payment**

All payments should be made within 30 days of the receipt of an invoice or reminder. A reminder will be issued after 14 days. In the event of non-payment than we reserve the right to withdraw the service until the invoice is paid.

The Governing Body may, from time to time, review and amend the categories of activity for which charges are made.